

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 32-6005**

**9 OCTOBER 2008**

*Certified current 1 December 2010*

*Incorporating Change 1, 2 February 2011*

**MILDENHALL  
Supplement**

**23 OCTOBER 2012**

**CIVIL ENGINEERING**

**UNACCOMPANIED HOUSING  
MANAGEMENT**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at <http://www.e-publishing.af.mil> for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAF/A7CAH

Certified by: HQ USAF/A7CA  
(Mr. Robert Moore)

Supersedes: AFI32-6005, 1 June 1998

Pages: 105

**(MILDENHALL)**

OPR: 100 CES/CEA

Certified by: 100 CES/CC  
(Maj Glenn S. Cameron)

Supersedes: MILDENHALLI32-601,  
25 July 2008

Pages: 38

---

This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, and Department of Defense (DoD) 4165.63-M, *DoD Housing Management*. This instruction provides guidance, policy and procedures for managing unaccompanied housing (UH). It interfaces with 10 United States Code (U.S.C.), Section 2775, *Liability of Members Assigned to Military Housing*; Air Force Instruction (AFI) 32-6001, *Family Housing Management*; and AFI 32-6004, *Furnishings Management*. It prescribes policy for UH at Air Force installations. It explains adequacy standards for unaccompanied officer quarters (UOQ), unaccompanied noncommissioned officer quarters (UNCOQ) and dormitories, including basic military training and technical training student housing. It also explains assignment and management of UH personnel in UOQs, UNCOQs and dormitories. This instruction applies to major commands (MAJCOM) and installations, including the Air National Guard (ANG) in Title 10 U.S.C. § status and Air Force Reserve Command (AFRC) units. This instruction requires the collection and maintenance of

information protected by the Privacy Act of 1974 (AFI 33-332, Privacy Act Program). Authority to collect and maintain this information is in 10 U.S.C. § 8013. Systems of record notice, F032 AF CE F, Unaccompanied Personnel Quarters Assignment/Termination, applies. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*. Route the AF IMT 847 from the installation, through MAJCOM, to HQ USAF/A7CAH. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afirms/afirms/>. If there is any conflict between statements in this AFI and the Air Force Records Information Management System (AFRIMS) regarding retention of records, AFRIMS applies.

**(MILDENHALL)** This supplement implements and extends the guidance of Air Force Instruction 32-6005, *Unaccompanied Housing Management*. This supplement applies to major commands (MAJCOM) and installations, including the Air National Guard (ANG) in Title 10 U.S.C. § status and Air Force Reserve Command (AFRC) units. It prescribes policies and procedures for management of single enlisted military dormitories at RAF Mildenhall. Violation of this instruction may subject the individual to disciplinary action pursuant to the Uniform Code of Military Justice (UCMJ). This information applies to all personnel residing in dormitories, their first sergeants and commanders. Refer recommend changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at . See Attachment 1 for a Glossary of References and Supporting Information. Requests for waivers must be submitted with justification to publication OPR.

## **SUMMARY OF CHANGES**

This interim change revises AFI 32-6005 by (1) changing the minimum dormitory utilization rate from 90 to 95 percent, (2) updating the Air Force Specialty Code identifier for personnel assigned to Airmen Dormitory Leader duties from Reporting Identifier (RI) 9D000, *Dormitory Manager*, to Special Duty Identifier (SDI) 8H000, *Airmen Dormitory Leader*, per the Air Force Enlisted Classification Directory, and (3) adding policy associated with sex offender disclosure requirements.

**(MILDENHALL)** This document is substantially revised and must be completely reviewed. This revision clarifies responsibilities for commanders/first sergeants, the Asset Management Chief, Unaccompanied Housing (UH) Management Section, UH residents, and sponsors. It outlines the dorm council program, inspection program, bay orderly program, deployment and leave procedures, visitation policy, maintenance and repair procedures, refuse collection and disposal, pest control, lockouts, lost and damaged keys, ground care, appliances (government and

privately owned), room painting, social gatherings, vehicle maintenance and parking, pets, initial inspections and assignment termination, and prohibitions.

<b>Chapter 1—PHILOSOPHY AND RESPONSIBILITIES</b>	<b>7</b>
1.1. Philosophy: .....	7
1.2. Responsibilities: .....	7
1.3. (Added-MILDENHALL) Sponsor: .....	13
<b>Chapter 2—POLICY</b>	<b>14</b>
2.1. Unaccompanied Housing (UH) Management Concept. ....	14
2.2. Unit Integrity. ....	14
2.3. Space Allocation: .....	14
2.4. Utilization: .....	15
2.5. Diversions: .....	15
2.6. Change-In-Use of Surplus Unaccompanied Housing (UH): .....	16
2.7. Unaccompanied Housing (UH) Metric. ....	17
2.8. Tenant and Attached Unit Support. ....	17
2.9. Training Facilities: .....	17
2.10. Leased and Contract Housing. ....	17
2.11. Dormitory Councils. ....	18
2.12. Charge of Quarters (CQ). ....	19
2.13. Dormitory Inspection Program. ....	19
2.14. Bay Orderly Program. ....	19
2.15. Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP): .....	20
2.16. Resident Liability. ....	20
2.17. Automated Civil Engineer System (ACES). ....	21
2.18. Deployment. ....	21
2.19. Pregnant Member. ....	21
2.20. Social Visits. ....	22
2.21. Smoking. ....	22
2.21. (MILDENHALL) Smoking. ....	22
2.22. Sex Offender Policy. ....	23
2.23. (Added-MILDENHALL) Initial Inspections. ....	23

2.24.	(Added-MILDENHALL) Maintenance and Repairs. ....	23
2.25.	(Added-MILDENHALL) Refuse Collection and Disposal. ....	23
2.26.	(Added-MILDENHALL) Pest Control. ....	24
2.27.	(Added-MILDENHALL) Lockouts. ....	24
2.28.	(Added-MILDENHALL) Lost/damaged keys. ....	24
2.29.	(Added-MILDENHALL) Ground Care. ....	24
2.30.	(Added-MILDENHALL) Government owned/serviced appliances. ....	24
2.31.	(Added-MILDENHALL) Privately Owned Appliances. ....	24
2.32.	(Added-MILDENHALL) Room Painting. ....	25
2.33.	(Added-MILDENHALL) Parties/Social Gatherings. ....	25
2.34.	(Added-MILDENHALL) Environment. ....	25
2.35.	(Added-MILDENHALL) Vehicles Maintenance. ....	25
2.36.	(Added-MILDENHALL) Parking. ....	25
2.37.	(Added-MILDENHALL) Pets. ....	26
2.38.	(Added-MILDENHALL) Assignment Termination. ....	26
2.39.	(Added-MILDENHALL) Prohibitions. ....	26
2.40.	(Added-MILDENHALL) Fire Protection. ....	27
<b>Chapter 3—UNACCOMPANIED HOUSING (UH) ADEQUACY STANDARDS</b>		<b>28</b>
3.1.	Unaccompanied Housing (UH) Standards Philosophy. ....	28
Table 3.1.	Adequacy Standards— FY95 and Earlier. ....	28
Table 3.2.	Adequacy Standards— FY96 to FY02 ....	29
Table 3.3.	Adequacy Standards – FY03 and Later. ....	30
3.2.	Adequacy Standards for Constrained Housing Locations. ....	31
3.3.	Exceptions to Adequacy Standards. ....	31
3.4.	Non-Air Force Installations. ....	32
3.5.	Unaccompanied Housing (UH) Programming Criteria. ....	32
3.6.	Unaccompanied Housing (UH) Design Guidance. ....	32
<b>Chapter 4—ELIGIBILITY, ASSIGNMENT AND TERMINATION</b>		<b>33</b>
4.1.	Eligibility. ....	33
4.2.	Assignment Priorities. ....	35
4.3.	Assignment Priorities in Constrained Housing Locations. ....	36
4.4.	Waiting List. ....	36
4.5.	Temporary Accommodations: ....	36

4.6.	Assignment Criteria and Procedures. ....	37
4.7.	Involuntary Assignments. ....	38
4.8.	Termination Criteria and Procedures. ....	39
<b>Chapter 5—FINANCIAL MATTERS</b>		<b>41</b>
5.1.	Basic Allowance for Housing (BAH). ....	41
Table 5.1.	BAH Decision Matrix, Members W/Dependents, Unaccompanied K&E .....	45
5.2.	BAH Certification. ....	46
5.3.	Drayage and Storage. ....	46
5.4.	Reconnection Fees. ....	47
5.5.	Rental Charges: ....	48
5.6.	Living Quarters Allowance (LQA). ....	48
5.7.	Dislocation Allowance (DLA). ....	49
5.8.	Partial Dislocation Allowance (PDLA). ....	49
5.9.	Temporary Lodging Allowance (TLA). ....	49
5.10.	Temporary Lodging Expense (TLE). ....	49
5.11.	Overseas Housing Allowance (OHA). ....	49
5.12.	Moving-In Housing Allowance (MIHA). ....	49
5.13.	Housekeeping and Custodial Services. ....	49
5.14.	Daily Operations. ....	50
5.15.	Information Collection, Records and Forms: ....	50
5.15.2.	Prescribed and Adopted Forms. ....	50
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORT INFORMATION</b>		<b>52</b>
<b>Attachment 1—(MILDENHALL) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>62</b>
<b>Attachment 2—INSTRUCTIONS FOR COMPLETING UNACCOMPANIED QUARTERS ASSIGNMENT AND TERMINATION RECORD (ACES-GENERATED)</b>		<b>63</b>
<b>Attachment 3—UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS CHECKLIST (SAMPLE)</b>		<b>66</b>
<b>Attachment 4—CHANGE OF OCCUPANCY MAINTENANCE (COM) CHECKLIST (SAMPLE)</b>		<b>68</b>
<b>Attachment 5—BAY ORDERLY CHECKLIST (SAMPLE)</b>		<b>71</b>
<b>Attachment 6—UNACCOMPANIED HOUSING (UH) ROOM CONDITION CHECKLIST (SAMPLE)</b>		<b>73</b>

<b>Attachment 7—UNACCOMPANIED HOUSING (UH) RESIDENT BROCHURE TEMPLATE</b>	<b>75</b>
<b>Attachment 8—(Added-MILDENHALL) DORMITORY CLEANING STANDARDS</b>	<b>82</b>
<b>Attachment 9—(Added-MILDENHALL) FIRE PROTECTION</b>	<b>85</b>
<b>Attachment 10—(Added-MILDENHALL) SAMPLE DORM COUNCIL CHARTER</b>	<b>88</b>
<b>Attachment 11—(Added-MILDENHALL) NO NOTICE ROOM INSPECTION CHECKLIST</b>	<b>89</b>
<b>Attachment 12—(Added-MILDENHALL) DORMITORY EXCELLENCE PROGRAM</b>	<b>91</b>
<b>Attachment 13—(Added-MILDENHALL) BAY ORDERLY BRIEFING SHEET</b>	<b>98</b>
<b>Attachment 14—(Added-MILDENHALL) BAY ORDERLY DUTIES CHECKLIST</b>	<b>100</b>
<b>Attachment 15—(Added-MILDENHALL) SECURITY</b>	<b>103</b>
<b>Attachment 16—(Added-MILDENHALL) HARDSHIP REQUEST LETTER TEMPLATE</b>	<b>105</b>

## Chapter 1

### PHILOSOPHY AND RESPONSIBILITIES

#### 1.1. Philosophy:

1.1.1. Leadership at all levels is accountable for the success of the Air Force Unaccompanied Housing Program. Emphasis on UH as a Quality of Life (QoL) issue and the impact on readiness and retention have driven new DoD standards and priorities. Air Force dormitories and how we manage them are critical to the development process of unaccompanied Airmen. The Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) are dedicated to providing a quality unaccompanied living environment that balances needs of Airmen with the needs of the Air Force. Our Air and Space Expeditionary Force requires trained warriors and leaders, and the first 3 years of an Airman's career are key years in shaping a future noncommissioned officer (NCO) corps.

1.1.2. Development and training extends into the private lives and living quarters of each Airman. The UH is an Airman's personal residence and should be modern, functional, well maintained and comfortable, as well as promote pride, professionalism and personal dignity.

#### 1.2. Responsibilities:

1.2.1. **The Air Force Civil Engineer (HQ USAF/A7C).** HQ USAF/A7C establishes policy and staff oversight for UH management.

1.2.1.1. The Chief, Asset Management Division (HQ USAF/A7CA) develops policy and implements UH programs.

1.2.2. **Major Commands (MAJCOM), Direct Reporting Units (DRU) and Field Operating Agencies (FOA).** MAJCOMs, DRUs and FOAs implement Air Force policy to execute procedures and assist installations in determining UH assignments, and also:

1.2.2.1. Establish command policy for managing UH.

1.2.2.2. Develop requirements, prepares and manages budgets and supervises execution of programs IAW the Air Force Dormitory Master Plan (DMP).

1.2.2.3. Ensure Airmen receive BAH payments, as entitled.

1.2.2.4. Ensure utilization rates meet or exceed Air Force standards. Reviews, validates and submits quarterly metrics to AF/A7CA.

1.2.2.5. In concert with the Commander, identify and determine disposition of surplus UH. Ensure approvals are obtained and real property records adjusted.

1.2.2.6. Approve/disapprove housing constrained locations.

1.2.2.7. Approve/disapprove assignment priority associated with training mission requirements.

1.2.3. **Installation Commander (hereinafter referred to as the "Commander"):**

1.2.3.1. Manages UH programs and ensures base leadership involvement.

1.2.3.2. Determines local UH management policy.

1.2.3.3. Establishes a UH Management Section aligned under the Civil Engineer Squadron (CES), Housing Asset Management Flight.

1.2.3.4. Houses unaccompanied Airmen in grades E-1 through E-3 and E4 with less than 3 years of service (YOS) in UH.

1.2.3.5. Designates and reallocates quarters based on need and optimum utilization.

1.2.3.6. Maintains unit integrity.

1.2.3.7. Ensures assignment without regard to race, color, religion, national origin, or sex (except to provide privacy between members of the opposite sex).

1.2.3.8. Strives to maintain an optimum utilization rate of 95 percent for all priorities in dormitories, UOQ and UNCOQ, and a minimum utilization rate of 95 percent for Priority 1 and 2 personnel and designated UOQs and UNCOQs for Priority 3 and 4 personnel.

1.2.3.9. Authorizes Priority 1 and 2 personnel to relocate off base with BAH when the minimum utilization rate for Priority 1 and 2 personnel exceeds 95 percent. Approval authority may be delegated, in writing, to the Base Civil Engineer (BCE) or Housing Asset Manager.

1.2.3.10. Maintains a single base-wide BAH waiting list, if possible. When one base-wide list adversely affects unit integrity or causes undue hardship on Airmen (such as requiring frequent moves) maintain BAH waiting lists by dormitory or squadron to achieve unit integrity.

1.2.3.11. Determines members required to reside on base for reasons of military necessity, readiness or discipline. Approves/disapproves off-base residency (with allowances) requests as well as hardship and/or priority assignments to on-base quarters. Approval authority may be delegated, in writing, to the Mission Support Group commander or equivalent.

1.2.3.12. Provides Appropriated Funds (APF) to operate and maintain all UH facilities, to include manpower, furnishings, supplies, maintenance and repair (M&R) and change of occupancy maintenance (COM) requirements.

1.2.3.13. Ensures adequacy standards are met.

1.2.3.14. Establishes inspection criteria and ensures base leadership conducts dormitory inspections.

1.2.3.15. Establishes a program that ensures all levels of leadership accomplish morale visits with dormitory residents at least monthly.

1.2.3.16. Establishes Dormitory Councils.

1.2.3.17. Determines requirement for a Charge of Quarters (CQ) program. If a CQ program is adopted, establishes policies and procedures.

1.2.3.18. Establishes and chairs a Quarters Improvement Committee (QIC). Chairmanship may be delegated in writing to the vice commander.

1.2.3.19. Ensures a Quarters Improvement Plan (QIP) is developed, updated annually and approved by the QIC IAW AFI 32-6004.



1.2.3.20. Establishes cleaning standards for use by residents terminating occupancy of UH (Sample checklist, Attachment 3).

1.2.3.21. Encourages self-help programs to instill resident *pride of ownership*.

1.2.3.22. Provides and maintains UOQs and UNCOQs as part of UH inventory where required.

1.2.3.23. Implements surplus UH policy. In concert with MAJCOM, identify and determine disposition of surplus UH. For Outside the Continental United States (OCONUS) bases, commanders may permanently change the use of surplus dormitories considering UOQs and UNCOQs as options. For Continental United States (CONUS), the Commander may permanently change the use of surplus dormitories considering UNCOQs as an option. Ensure appropriate approvals are obtained and real property records updated.

1.2.3.24. Leases or contracts for UH facilities, as required.

1.2.3.25. Establishes disclosure processes for persons assigned to or applying for unaccompanied housing who are sex offenders. Commanders must ensure all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure.

#### **1.2.4. Installation Command Chief Master Sergeant (CCM):**

1.2.4.1. Serves as the senior enlisted advocate monitoring the status of UH management staff selection process.

1.2.4.2. Coordinates with commanders and first sergeants on health, safety and morale issues affecting dormitory residents.

1.2.4.3. Chairs the Installation Dormitory Council and briefs senior leadership on enlisted UH matters.

1.2.4.4. Serves as a voting member of the QIC.

#### **1.2.5. Squadron Commander (may delegate responsibilities to first sergeant):**

1.2.5.1. Advocates and enforces good order and discipline in dormitory occupancy and activities.

1.2.5.2. Establishes a CQ program, when required by the Commander, assigns, supervises and provides training for Airmen serving CQ.

1.2.5.3. Establishes an inspection program and performs rooms and campus inspections.

1.2.5.4. Establishes a leadership visit program and performs morale visits to dormitory facilities IAW Commander established criteria.

1.2.5.5. Schedules and assigns bay orderlies for duty as required.

1.2.5.6. Endorses hardship assignments requests and forwards to the UH Management Section Chief for recommendation.

1.2.5.7. Serves on the QIC.

1.2.5.8. **(Added-MILDENHALL)** Accounts for master keys in their custody. Notify (UH) management prior to master key changing possession between persons (i.e. additional duty first sergeant).

**1.2.6. Base Civil Engineer (BCE):**

1.2.6.1. Implements UH policies and procedures.

1.2.6.2. Identifies funding requirements for constructing, managing, maintaining and improving UH, furnishings and supplies.

1.2.6.3. Manages UH M&R requirements to include COM.

1.2.6.4. Serves as approval authority for self-help projects.

1.2.6.5. Serves on the QIC.

**1.2.7. Asset Management Flight - Housing Asset Manager:**

**1.2.7. (MILDENHALL) Asset Management Flight – Asset Management Chief**

1.2.7.1. Serves as the base office of primary responsibility for this instruction and implements local policy and operating procedures for UH.

1.2.7.2. Manages UH Management Section.

1.2.7.3. Budgets and advocates for UH requirements to include M&R, furnishings and supplies, local drayage and storage, and service and equipment reconnection (cable TV, telephone and internet) requirements.

1.2.7.4. Prepares and plans for QIC and manages the QIP.

1.2.7.5. Advocates for UH facility and furnishings projects.

1.2.7.6. Conducts training for UH Managers IAW approved, established SDI 8H000 Job Qualification Standards (JQS).

**1.2.8. Unaccompanied Housing (UH) Management Section (including UH Management Section Chief/UH Superintendent):**

1.2.8.1. Manages day-to-day operations of permanent party UH facilities to include dormitories, UNCOQs and UOQs. Determines eligibility, assigns and terminates and maintains waiting lists. Conducts initial, prefinal and final inspections (sample checklists and brochure at Attachments 3, 4, 5, 6 and 7).

1.2.8.2. Performs facility management for UH under their control (AFI 32-1001, *Operations Management*).

1.2.8.3. Ensures resident compliance with directives and military living standards.

1.2.8.4. Assesses good order and discipline and exercises general supervision over residents.

1.2.8.5. Mentors residents and assists them in their adjustment to military life, the development of military attitude and their enhancement of social skills.

1.2.8.6. Mediates resident disputes.

- 1.2.8.7. Closely interacts with and maintains liaison with first sergeants, commanders and wing CCMs.
- 1.2.8.8. Advises leadership on the dormitory recognition programs.
- 1.2.8.9. Manages occupancy, by room, in the Automated Civil Engineer System-Housing Management (ACES-HM) module.
- 1.2.8.10. Manages diverted rooms and temporary accommodations (administrative offices, storage space, hospitality rooms).
- 1.2.8.11. Accounts for furniture, appliances, recreation equipment and supplies for UH under their control. In order to maintain accountability, ensures residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an automated product.
- 1.2.8.12. Develops a UH Resident Brochure (sample at Attachment 7).
- 1.2.8.13. Identifies individual room and public area safety and health hazards to appropriate agencies.
- 1.2.8.14. Provides squadron commanders and/or first sergeants requirements for bay orderlies.
- 1.2.8.15. Arranges for UOQ/UNCOQ residents to receive housekeeping/custodial services, if desired.
- 1.2.8.16. Manages BAH waiting lists for unaccompanied personnel to live off base.
- 1.2.8.17. Maintains a list of personnel authorized to reside off base at their own expense without allowances.
- 1.2.8.18. Processes authorizations to stop and start BAH based on occupancy of government quarters.
- 1.2.8.19. Processes authorizations to stop and start BAH based on occupancy of government leased or contract quarters to include stop actions for partial rate BAH.
- 1.2.8.20. Establishes procedures to collect rental charges, when required.
- 1.2.8.21. Reviews hardship requests and makes approval or disapproval recommendation to the Housing Asset Manager.
- 1.2.8.22. Conducts quarterly verification, in partnership with the base Financial Services Officer (FSO), of members drawing single and partial rate BAH. In partnership with the Civilian Personnel Office (CPO), ensure APF civilians residing in UH who are authorized living quarters allowance (LQA) are forfeiting LQA.
- 1.2.8.23. Identifies budget requirements for and authorizes local drayage and storage of household goods (HHG) for eligible unaccompanied personnel assigned to or terminating from government quarters.
- 1.2.8.24. Identifies budget requirements for and authorizes service and equipment reconnection fees (e.g. cable TV, telephone and internet) when resident is directed to relocate for the convenience of the government.

- 1.2.8.25. Maintains and reports utilization data to MAJCOM. When there is less than 95 percent utilization, recommends corrective action to Housing Asset Manager.
- 1.2.8.26. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization.
- 1.2.8.27. Initiates a Report of Survey (ROS) for resident damages to UH.
- 1.2.8.28. Provides data to determine and support UH construction and renovation requirements to include inputs for the Air Force DMP.
- 1.2.8.29. Initiates facility projects to include renovation, self-help and furnishings for Housing Asset Manager approval and submission.
- 1.2.8.30. Verifies accuracy and requests changes in use to UH real property records.
- 1.2.8.31. Participates on QIC and ensures all required UH inputs are provided.
- 1.2.8.32. Serves as an advisor on various dormitory councils.
- 1.2.8.33. Conducts annual assessment of furniture and provides results to Housing Asset Manager (AFI 32-6004).
- 1.2.8.33. **(MILDENHALL)** Conducts annual assessment of furniture and provides results to Asset Management Chief and 48 CES/FMO.
- 1.2.8.34. Identifies annual and 5-year UH furnishings requirements. Ensures all UH requirements are included in the QIP.
- 1.2.8.35. Identifies budget requirements for, purchases and controls UH supplies, including initial issue and replacement linens for permanent party and technical training dormitories. Makes available for individual resident use, government-provided supply items for all dormitories to include Dorms-4-Airmen facilities. Items should include toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items. Also, provide cleaning supplies to bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish. NOTE: UH supplies are budgeted and funded in the Unaccompanied Housing Operations (UHO) PE (XX679F). Do not use unit mission or training funds for this purpose except for student dormitories at Goodfellow, Keesler, Lackland, Maxwell, Vance, Columbus, Laughlin, Randolph and Sheppard.
- 1.2.8.36. Ensures that all personnel who will be assigned to or applying for unaccompanied housing complete AF Form 4422, Sex Offender Disclosure and Acknowledgement, in accordance with guidance established in AFI 32-6001, *Family Housing Management*.
- 1.2.8.36. **(MILDENHALL)** Assigns rooms, issue keys and initial set of linens.
- 1.2.8.37. **(Added-MILDENHALL)** Ensures accountability and security of master keys. Perform semi-annual master key inventory.
- 1.2.8.38. **(Added-MILDENHALL)** Conducts maintenance inspections on 10% of assigned rooms per month.

1.2.8.39. **(Added-MILDENHALL)** Provides storage space for UH residents to secure personal property items.

**1.2.9. Unaccompanied Housing (UH) Resident:**

1.2.9.1. Acknowledges responsibilities and liability, in writing, at the time of assignment and termination. The condition of the room is validated at both assignment and pre-termination or final inspection (sample checklist at Attachment 6).

1.2.9.2. Performs housekeeping IAW installation standards. Identifies repair requirements to the UH Management Section in a timely manner to minimize damage to facility.

1.2.9.2.1. **(Added-MILDENHALL)** UH residents are responsible for the appearance/cleanliness of their rooms and all common areas. Cleaning standards are listed in Attachment 8.

1.2.9.3. Accounts for personal conduct in government-controlled rooms, conserves utilities according to energy conservation programs, reports facility and furnishings maintenance needs, and follows fire, health, security and safety instructions.

1.2.9.4. Maintains bedding when washers and dryers are provided at no charge. Bedding includes sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc. Residents are provided two sets of sheets and pillowcases upon assignment. When bedding replacement is required, members return unserviceable items to the UH Management Section for replacement. The UH Managers may turn in unserviceable linen items to the appropriate base organization locally designated for disposal. Establish local criteria and procedures for the disposition of serviceable and unserviceable bedding upon a member's assignment termination.

1.2.9.5. **(Added-MILDENHALL)** Complies with standards outlined in most current Dormitory Resident Brochure.

**1.3. (Added-MILDENHALL) Sponsor:**

1.3.1. **(Added-MILDENHALL)** Contacts UH management 14 days prior to arrival of newly assigned personnel to reserve a room. Provide UH management with individual's rank, time in grade, time in service, and a copy of the individual's orders.

1.3.2. **(Added-MILDENHALL)** If arrival will be during duty hours, brings the resident to the Unaccompanied Housing Office (UHO) for in-processing upon arrival to RAF Mildenhall.

1.3.3. **(Added-MILDENHALL)** If arrival will be during non-duty hours (including weekends and holidays), obtains a room key and welcome packet the day prior. Sponsor will sign an AF Form 1297, *Temporary Issue Receipt*, prior to receiving the room key. Transfers items to resident and ensures that the welcome packet documents are completed and returned to UH management by 1000 hours on the next duty day.

1.3.3.1. **(Added-MILDENHALL)** Briefly familiarizes residents with the fire alarm system and location of pull stations and extinguishers. Familiarization will include how to report an emergency, activate the alarm system, and evacuation procedures. See Attachment 9.

## Chapter 2

### POLICY

**2.1. Unaccompanied Housing (UH) Management Concept.** Installation UH management is the responsibility of the UH Management Section aligned under the Asset Management Flight within the CES. UH management duties must be performed by highly motivated personnel dedicated to ensuring residents receive quality service.

2.1.1. UH Managers carry the Special Duty Identifier (SDI) 8H000, *Airmen Dorm Leader*, per the Air Force Enlisted Classification Directory, and assigned for a minimum of 2 years with the option to extend for 1 additional year. The term *Airmen Dorm Leader* is equivalent to, and may be used synonymously with, *Unaccompanied Housing Manager*.

2.1.2. Manpower authorizations are inherently governmental and earned based on an established manpower variance (currently one manager for a minimum of 50 rooms up to 145 rooms and one manager for every 145 rooms thereafter based on the long-range DMP requirements).

2.1.3. Manning will be primarily military to provide for mentoring and leadership responsibilities. At least one civilian authorization is appropriate for program continuity.

2.1.3.1. As a minimum, designate a Master Sergeant or civilian equivalent as the UH Management Section Chief /UH Superintendent.

2.1.3.2. As a minimum, designate one civilian as a UH Manager (if not as the UH Management Section Chief).

2.1.3.3. All other UH Managers are limited to NCOs (Technical and Staff Sergeants).

2.1.4. UH Managers must receive required training to be proficient in the tasks identified in the Air Force JQS for Dormitory Managers within 90 days after being appointed as a UH Manager (reference JQS 8H000).

2.1.5. UH Managers will deploy in their primary Air Force Specialty Code (AFSC). No more than 50 percent of the managers will be deployed at one time.

2.1.6. Installations establish a UH Manager selection process. The Installation CCM monitors the status of UH Manager assignments to help provide program management stability, ensure assigned UH Managers receive the correct AFSC and assignment availability codes, and to program for replacements to ensure managers are in place when required. They participate in the UH Manager selection process.

**2.2. Unit Integrity.** Unit integrity is required in dormitories at all installations to promote esprit-de-corps, camaraderie and buddy care among squadron members. The Commander approves space allocation for individual squadrons based on rooms being located in the same dormitory facility, on the same wing or floor and grouped together. Where space is not available in a single dormitory for an individual squadron, group together additional required rooms in the nearest dormitory.

**2.3. Space Allocation:**

2.3.1. The UH Management Section Chief monitors space allocation and recommends changes to the Housing Asset Manager. At minimum, a thorough assessment must be accomplished semiannually. The Commander approves space reallocation adjustments.

2.3.1.1. Reallocate existing inventory to maintain 95 percent utilization in each UH facility.

2.3.1.2. The Commander authorizes redistribution of required UH space based on a squadron population of Priority 1 and 2 unaccompanied personnel.

2.3.2. Eligible members are assigned to rooms identified for use by their squadron.

2.3.2.1. If a room is unavailable in the squadron allocated space for an arriving member, assign member to a hospitality room or another squadron space until a room becomes available.

2.3.2.2. Moves resulting from space reallocation or to apply unit integrity are considered government-directed. Members directed to relocate are authorized a government-funded move and reimbursed services reconnection fees.

## **2.4. Utilization:**

2.4.1. The minimum Air Force standard for utilization of permanent party dormitory, UNCOQ and UOQ facilities for Priority 1 and 2 personnel is 95 percent. Optimum utilization is 95 percent for all priorities.

2.4.2. Do not authorize BAH for E1s through E3s and E4s with less than 3 YOS unless overall base-wide 95 percent utilization is maintained. Authorize BAH based on UH assignment priorities.

2.4.3. Dormitory facilities no longer needed to house Priority 1 and 2 personnel are considered surplus. Identify surplus dormitories and take action to remove facilities from the UH inventory IAW the base DMP (Paragraph 2.6).

2.4.3.1. If 95 percent utilization cannot be maintained in each dormitory, UNCOQ or UOQ for 2 consecutive quarters, the Commander must establish a get-well plan. An explanation regarding this circumstance must be submitted with the base quarterly UH metric along with the get-well plan and estimated completion date.

2.4.3.2. If 95 percent utilization cannot be maintained for four consecutive quarters (1 year), the Commander must reallocate the existing inventory to meet 95 percent utilization and remove surplus rooms from the inventory.

2.4.4. Utilization of pipeline (non-prior service members) facilities or rooms used to house pipeline students are not included in installation utilization rate for Priorities 1 and 2.

## **2.5. Diversions:**

2.5.1. The total base-wide diversions cannot exceed two percent of the base inventory. Diversions included in the two percent threshold are:

2.5.1.1. Divert rooms anticipated to be unavailable for less than 90 days due to the accomplishment of minor repairs or COM. These diversions are included in the two percent diversion cap and in the utilization rate calculation.

2.5.1.2. Divert rooms anticipated to be unavailable for individual assignment due to use as UH management administrative offices, storage space, hospitality rooms, or first sergeant rooms. These diversions are included in the two percent diversion cap but excluded in the utilization rate calculation.

2.5.1.3. Divert rooms for use by pipeline students in facilities other than pipeline student dormitories. These diversions are excluded from the two percent diversion cap and the utilization rate calculated separately.

2.5.1.4. Divert rooms for major repairs or renovations (structural, plumbing, electrical repairs or renovation work such as bath fixtures, window and door replacement, or complete refurbishment). These diversions are excluded from the two percent diversion cap and excluded in the utilization rate calculation.

2.5.2. Report diverted rooms on the quarterly UH metric as appropriate. Conditions related to the diversion of rooms for more than 4 consecutive quarters should be assessed and consideration given to initiating action to surplus these facilities.

## **2.6. Change-In-Use of Surplus Unaccompanied Housing (UH):**

2.6.1. MAJCOMs approve permanent changes in use of surplus UH facilities, maintaining the integrity of the DMP (AFI 32-9002, *Use of Real Property Facilities*).

2.6.1.1. The Commander and MAJCOM civil engineer must take a proactive, coordinated approach to identify and determine the disposition of surplus dormitories to maintain sound dormitory investment strategies.

2.6.1.2. Consider the DMP, specifically the Area Development Plan, force protection (FP) concerns and building conditions, when determining surplus dormitory facilities.

2.6.2. Surplus dormitory facilities may be permanently converted to another function, leased for enhanced use or demolished.

2.6.2.1. In CONUS, surplus dormitory facilities (721-312) may be converted to UNCOQs (721-314) and offered to members in grades E4 with 3 YOS or higher on a space-available basis (Priority 3 and 4) if base anticipates that 95 percent occupancy rate can be maintained.

2.6.2.2. In OCONUS, surplus dormitory facilities may be converted to UNCOQs (721-314) or UOQs (724-415) and offered on a space available basis if base anticipates that 95 percent occupancy rate can be maintained.

2.6.2.3. If converted to UOQs or UNCOQs, use base operations and maintenance (O&M) funds to maintain and/or upgrade. Apply the *Air Force UH Design Guide* standards and management practices for facility upgrades.

2.6.3. Ensure appropriate approval documents are obtained and real property records adjusted for surplus dormitory facilities to include the application of the UOQ and UNCOQs real property accounting codes. AFI 32-9002, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*; AFI 32-9004, *Disposal of Real Property*; and AFI 32-9005, *Real Property Accountability and Reporting*, apply to managing disposition of surplus dormitories.



**2.7. Unaccompanied Housing (UH) Metric.** The UH metric is the Air Force tool for determining utilization of UH facilities, providing justification for space reallocation, authorizing BAH, managing change of occupancy timelines and supporting construction and renovation of assets. Installations and MAJCOMs accomplish reporting requirements IAW latest AF/A7CAH guidance.

2.7.1. The UH Management Section Chief maintains daily auditable occupancy records for all UH facilities, accomplishes the UH quarterly metric as of 31 Mar, 30 Jun, 30 Sep and 31 Dec each calendar year and forwards to the MAJCOM.

2.7.2. MAJCOM consolidates installation quarterly UH metrics and forwards to HQ USAF/A7CAH by 5 May, 5 Aug, 5 Nov and 5 Feb each calendar year.

**2.8. Tenant and Attached Unit Support.** The host base provides UH support to eligible tenant and attached unit personnel, when possible.

2.8.1. Require support agreements IAW AFI 25-201, *Support Agreements Requirements*, if a unit or element of one MAJCOM is located on or near an installation of another command. Require inter-service support agreements if units of another service are located on or near an Air Force installation.

2.8.2. Host base UH policy prevails where policy conflicts between tenant and host unit. The host base is the approving authority for tenant and attached unit UH BAH authorizations.

## **2.9. Training Facilities:**

2.9.1. **Recruit Housing and Training (RH&T).** Housing facilities to accommodate basic enlisted military training are located at Lackland AFB. These facilities are not administered by UH Managers.

2.9.2. **Non-Prior Service Student Housing (Pipeline).** UH facilities constructed to support initial skills training for pipeline students are located at Lackland, Sheppard, Goodfellow and Keesler. These facilities are not administered by UH Managers. Refer to AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, for guidance regarding these facilities.

2.9.3. **Officer Training School (OTS).** Housing facilities constructed to support OTS are located at Maxwell AFB. These facilities are not administered by UH Managers.

2.9.4. **Unaccompanied Officer Quarters (UOQs).** Housing facilities used to support officer training other than OTS are administered by the UH Managers using this AFI.

2.9.5. **Cadet Dormitories.** Housing facilities to accommodate United States Air Force Academy cadets are located at the Academy. These facilities are not administered by UH Managers.

**2.10. Leased and Contract Housing.** The Commander may lease or contract for UH facilities for Priority 1 and 2 personnel when adequate government-owned quarters are unavailable (IAW AFI 32-9001, *Acquisition of Real Property*).

2.10.1. Use leasing to fill a long-term and stable UH requirement and a contract arrangement to fill a short-term or fluctuating need.

2.10.2. Leased and contract UH is government-controlled housing and must meet the minimum adequacy standards.

2.10.3. Manage leased and contract UH according to this instruction.

2.10.4. Use O&M funds (XX679F) for lease and contract costs. Verify availability of O&M funds before entering into leases and contracts, and limit costs to basic rent, utilities and furnishings support unless otherwise approved by the MAJCOM.

2.10.5. Initiate appropriate actions to stop entitlements to BAH, including partial BAH, for personnel assigned to leased or contract UH when the cost to the government exceeds the member's BAH or Overseas Housing Allowance (OHA).

2.10.6. Do not lease or contract UH if:

2.10.6.1. There is less than 95 percent utilization by Priority 1 and 2 personnel of adequate on-base UH.

2.10.6.2. Priority 3 and 4 personnel occupy adequate on-base UH.

2.10.6.3. Adequate government quarters, controlled by other Air Force installations or other Services within the local commuting distance are available through a host-tenant, inter-service support or other agreement.

2.10.6.4. Adequate and affordable private community housing is available.

2.10.6.5. Competent authorities deem quarters unsafe through a climate assessment.

2.10.6.6. Excess Temporary Lodging Facilities (TLF) are available.

**2.11. Dormitory Councils.** The Commander establishes dormitory councils to ensure each dormitory resident has an opportunity to be responsible, accountable and involved in their living conditions.

2.11.1. The Airmen Dormitory Council is the forum by which residents of an individual dormitory address their concerns about their living environment with a panel of their peers, establish standards for all residents, present solutions for problem areas, establish positive recreational activities and identify facility and furnishings improvements. The goals of the council should include:

2.11.1.1. Developing a spirit of camaraderie and esprit-de-corps.

2.11.1.2. Improving QoL for residents.

2.11.1.3. Instilling a sense of home ownership to residents.

2.11.1.4. Enhancing the responsibility of residents.

2.11.1.5. Encouraging teamwork for the accomplishment of goals.

2.11.1.6. Resolving resident issues at the lowest level.

2.11.2. Installation Dormitory Council is the forum that serves as the communication link between the Airmen Dormitory Councils and wing leadership to promote and garner support for improving dormitory life for all residents. The goals of the council should include:

2.11.2.1. Improving QoL for all dormitory residents

2.11.2.2. Addressing concerns/issues associated with dormitory living environments.

2.11.2.3. Empowering dormitory residents to be responsible and accountable for occupancy standards and living conditions.

2.11.2.4. Gathering information and advising leadership about the “Health of Dormitory Life”.

2.11.2.5. Acquiring support from the Commander for initiatives proposed by the Airmen Dormitory Councils.

2.11.3. Membership for Airmen Dormitory Councils includes all residents of the dormitory. Advisors should include first sergeants, UH Managers and bay chiefs (if applicable).

2.11.4. Membership for the Installation Dormitory Council include the Installation CCM as the Chairperson, all Chairpersons or Vice-chairpersons of the individual Airmen Dormitory Councils, first sergeants, Housing Asset Manager, UH Management Section Chief and UH Managers.

2.11.5. **(Added-MILDENHALL)** Each dormitory shall have an Airmen Dormitory Council, a current council charter (Attachment 10) and conduct monthly meetings.

2.11.6. **(Added-MILDENHALL)** Installation Dormitory Council meetings shall be conducted quarterly, as a minimum.

**2.12. Charge of Quarters (CQ).** If the Commander determines that a CQ program is required, develop CQ procedures to provide for security, control building and room entry, escort official visitors and facilitate emergency response. Squadron commanders and first sergeants provide manning and oversight to support a CQ program.

**2.13. Dormitory Inspection Program.** The Commander establishes a base-wide dormitory inspection program focused on safety and health. Squadron Commanders (may be delegated to first sergeant) implement the inspection program to ensure the residents from their squadron comply with installation standards.

2.13.1. **(Added-MILDENHALL)** The wing commander, unit commanders, first sergeants, and designated personnel may inspect government dormitories to evaluate living conditions.

2.13.2. **(Added-MILDENHALL)** UH management will provide inspectors no notice room inspection sheets upon request. See Attachment 11.

2.13.3. **(Added-MILDENHALL)** Any unsecured locker is subject to inspection. Ensure items are neatly arranged. **Note: Any illegal contraband found may be inadmissible in a later criminal proceeding if a search authorization has not been obtained first. If there is any belief that illegal contraband may be inside an unsecured locker, it is recommended to contact the Judge Advocate before proceeding with an inspection.**

2.13.4. **(Added-MILDENHALL)** At a minimum, inspections will be conducted quarterly as outlined in Attachment 12, Dormitory Excellence Program.

**2.14. Bay Orderly Program.** The bay orderly program is comprised of residents detailed by individual units to perform required duties that ensure cleanliness standards of UH campus common areas are maintained. Installations establish a bay orderly program based on local requirements. Squadron commanders or first sergeants schedule and assign bay orderlies for

duty as required. The UH Management Section provides overall program management and supervises residents performing these functions. Attachment 5 provides a sample bay orderly checklist.

2.14.1. **(Added-MILDENHALL)** Squadron commanders or first sergeants will schedule and assign bay orderlies on a recurring basis as required.

2.14.2. **(Added-MILDENHALL)** Bay orderlies are not provided to clean up after parties or major events.

2.14.3. **(Added-MILDENHALL)** Bay orderlies will receive a duty briefing outlining prior to start of work week. Bay orderly briefing is provided in Attachment 13.

2.14.4. **(Added-MILDENHALL)** UH management will provide bay orderlies with a duties checklist prior to start of work week. Bay orderlies shall complete all daily checklist items as required. See Attachment 14.

**2.15. Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP):** Refer to AFI 32-6004 for QIC and QIP policy.

2.15.1. **QIC.** The QIC is the installation primary forum for identifying facility and requirements for permanent party unaccompanied and transient personnel. The QIC reviews the annual UH inventory, use, requirements and standards. The QIC ensures that UH facility and furnishings requirements are maintained, renovated and replaced on a timely basis by following a QIP. The UH Management Section Chief participates on the QIC, ensure updates are included and advocates for specific UH facility and furnishings requirements.

2.15.2. **QIP.** The QIP is a 5-year facility and furnishings requirements plan that documents all elements of UH facility living environments to include standards for the facility, furnishings, interior design, decorative themes, privacy, recreation, leisure, convenience, storage, parking and security. The QIP, approved by the QIC, includes budget inputs for the current fiscal years and the next four fiscal years. The UH Management Section Chief identifies UH facility and furnishings requirements to the Furnishings Management Office (FMO) for inclusion in the annual QIP.

**2.16. Resident Liability.** Residents are liable for loss or damage to UH, equipment and furnishings caused by abuse or negligence of the residents or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. § 2775).

2.16.1. The UH Management Section Chief makes the initial determination whether or not the resident is responsible for the abuse or negligence, informs the resident of their liability and ensure the costs of damage are collected.

2.16.2. The UH Management Section Chief notifies the Housing Asset Manager of the need for an ROS when the member does not accept liability or the damage is valued at over \$500 (AFMAN 23-220, *Reports of Survey for Air Force Property*). The Housing Asset Manager requests the BCE initiate an ROS to determine liability. Financial liability is determined IAW 10 U.S.C. § 2775 and DoD 7000.14R Volume 2, Chapter 7.

2.16.2.1. Ensure member reimburses government for responsible costs sufficient to cover necessary repairs, replacements or cleaning. Authority to deduct charges from a military member's pay is in 10 U.S.C. § 2775. Salary offset for civilian employees is authorized

in DoD 7000.14R Volume 8 (Civilian Pay). Notify member prior to taking reimbursement actions.

2.16.2.2. Credit the amount collected for loss or damage to UH facilities and furnishings to the installation O&M account for UH PE xx679.

**2.17. Automated Civil Engineer System (ACES).** ACES-HM is the Air Force Civil Engineer standard management software for managing family housing (FH) and UH.

2.17.1. ACES is one of the tools used to plan, advocate, program, design and execute UH requirements.

2.17.2. UH management is required to utilize the existing Air Force automation system to perform daily operations. Installations may not fund or use other information systems when the functions exist in ACES.

2.17.3. Reporting and data extraction (mining) occur at every level of command and the assumption is that data in ACES-HM is accurate and reliable. It is critical that UH staffs at all locations use ACES-HM exclusively to record, manage, monitor and track the following:

2.17.3.1. UH resident data, waiting lists, assignments into and termination from UH facilities and diversions.

2.17.3.2. Inspection schedules and results for UH rooms.

2.17.3.3. Drayage and storage authorizations and obligations.

**2.18. Deployment.** Residents will retain room assignments during deployment. Develop local procedures to ensure rooms and personal property is inspected weekly for damages from local climatic conditions, insects and intrusion.

2.18.1. Members who will become eligible for BAH based on promotion during deployment may make arrangements in advance of their departure to terminate room assignment while deployed (paragraph 5.1.3.1.4).

2.18.2. **(Added-MILDENHALL)** Residents leaving their quarters unoccupied for extended periods of time (over three days) must make arrangements for security, prudent care, and periodic inspections of their quarters.

2.18.3. **(Added-MILDENHALL)** Residents must inform UH management of their intended absence and provide the name of a person designated to have access to perform normal occupant maintenance. Upon request, UH management may check on residents' quarters.

2.18.4. **(Added-MILDENHALL)** Residents shall adjust the heat, ventilation, and air conditioning (HVAC) system to the minimum setting during their absence. All appliances (except refrigerators) shall be unplugged.

**2.19. Pregnant Member.** Pregnant members at the 20<sup>th</sup> week of pregnancy, regardless of rank or marital status, may submit a squadron commander approved request to the UH Management Section Chief to relocate from UH to community housing. An earlier move may be requested if deemed necessary by medical authority. The Commander may direct the move of pregnant members from the 30<sup>th</sup> week of pregnancy until the date of birth. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.) paragraph 4.2 applies

2.19.1. Air Force FH policy allows a single pregnant member to apply for government FH 60 days prior to the expected delivery date. The member may not be assigned government FH until member is entitled to BAH at the with-dependent rate. If excess FH is available it may be temporarily diverted to UH (approval authority is MAJCOM) which allows the single pregnant member to occupy the unit 60 days prior to the anticipated delivery date (AFI 32-6001, paragraph. 3.1.4). Ensure FH funds are used for all costs associated with the temporary diversion to UH. Before assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member.

2.19.2. Temporarily diverted FH to UH for occupancy by a single pregnant member must be converted back to FH upon the live birth of the child and the establishment of BAH at the with-dependent rate.

**2.20. Social Visits.** The Commander establishes local policy regarding social visits. At minimum, guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400 – 0600 hours. Cohabitation is not authorized.

2.20.1. **(Added-MILDENHALL)** Non-Military visitors (18 and under) other than the military member's family are not permitted in and around the dormitories at any time, unless escorted by a parent or legal guardian. Waivers to this policy must be in writing by requesting resident's squadron commander/First Sergeant.

2.20.2. **(Added-MILDENHALL)** Residents will not sponsor DoDDs (Department of Defense Dependents) high school students in dormitories at any time, regardless of the age of the student.

2.20.3. **(Added-MILDENHALL)** Residents may have visitors/guests (18 and older) of either sex, but the resident must remain with his/her visitor at all times. No guest will be left in a dormitory unattended. Under no circumstance will a guest be given or loaned a room key.

2.20.4. **(Added-MILDENHALL)** Guests are not permitted to sleep in the dormitories at any time. Overnight or extended visitors are strictly prohibited in dormitories.

2.20.5. **(Added-MILDENHALL)** Guests will not use shower/laundry facilities.

2.20.6. **(Added-MILDENHALL)** Sponsoring resident is responsible for his/her guest's language, dress, courtesy, and conduct while they are on the installation. Visitation rights in the dormitories are a privilege and may be revoked if abused.

2.20.7. **(Added-MILDENHALL)** Sponsoring resident will be held liable for any damage caused by guest.

**2.21. Smoking.** Smoking is permitted in UH rooms but prohibited in common areas.

**2.21. (MILDENHALL) Smoking.** Smoking is prohibited in all dormitories to include: UH rooms, laundry rooms, common areas, kitchens, interior hallways, balconies, and parking areas. Smoking is only permitted in designated smoking areas.

2.21.1. The Commander may designate the entire UH facility as nonsmoking, if necessary, to eliminate second-hand smoke exposure. If UH facilities are designated as nonsmoking,

commanders make provisions for smokers through a segregated area with separate ventilation.

2.21.2. Reference AFI 40-102, *Tobacco Use in the Air Force*, and seek assistance from base environmental health technicians if air quality measurement is required.

**2.22. Sex Offender Policy.** The Commander establishes disclosure processes for persons assigned to or applying for unaccompanied housing who are sex offenders. Commanders must ensure all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure. Compliance is mandatory, except in foreign countries where compliance will be determined by the MAJCOM/CC based on host-nation requirements and sensitivities. See AFI 32-6001, *Family Housing Management*, for implementation guidance.

**2.23. (Added-MILDENHALL) Initial Inspections.** UH management will escort residents during the initial inspection. All discrepancies will be identified, and furniture and appliances will be inventoried. Findings and inventory will be documented on an AF Form 228, *Furnishings Custody Receipt and Condition Report*.

2.23.1. **(Added-MILDENHALL)** Residents will be issued a name tag for their room upon arrival and must be maintained in good condition.

**2.24. (Added-MILDENHALL) Maintenance and Repairs.** The UH management section has primary responsibility for ensuring maintenance of dormitory facilities. Residents will report maintenance needed to be performed in their quarters following the procedures below:

2.24.1. **(Added-MILDENHALL)** During Normal duty hours Monday through Friday: residents will contact UH management and provide name, dorm number, room number, and a brief description of maintenance to be performed.

2.24.2. **(Added-MILDENHALL)** For non-emergency repairs during non-duty hours (to include weekends and holidays), residents will e-mail UH management to provide name, dorm number, room number, and a brief description of maintenance to be performed.

2.24.3. **(Added-MILDENHALL)** For emergency repairs during non-duty hours (to include weekends and holidays), residents will contact the 100 CES service desk directly. Notify UH management of the problem the following duty day.

**2.25. (Added-MILDENHALL) Refuse Collection and Disposal.** Residents will place room garbage in the exterior dumpsters provided. Dayroom and exterior garbage cans are provided for minor trash and/or litter only, not room garbage.

2.25.1. **(Added-MILDENHALL)** Residents will not place garbage in hallways or stairwells. Identifiable personal room trash found in dayroom, interior and exterior trashcans will be returned to the owner.

2.25.2. **(Added-MILDENHALL)** Residents are responsible for disposing of all unwanted **personal** furniture (i.e. couches, chairs, T.V.'s, and all other large furniture items). These items will not be placed in base dumpsters.

2.25.3. **(Added-MILDENHALL)** Residents will not place cardboard, yard debris, recyclable material or bulk items in dumpsters. Take these types of items to recycling collection point.

**2.26. (Added-MILDENHALL) Pest Control.** Rooms will be treated prior to occupancy, as needed.

2.26.1. **(Added-MILDENHALL)** Residents are expected to take preventive action to control insects. Preventive actions include but are not limited to: keeping food in sealed plastic containers, removing garbage from quarters daily and discarding empty paper bags and boxes as quickly as possible.

2.26.2. **(Added-MILDENHALL)** If an infestation occurs, call UH management immediately.

**2.27. (Added-MILDENHALL) Lockouts.** UH management keeps a master key to all rooms. Residents locked out during duty hours should contact UH management for assistance.

2.27.1. **(Added-MILDENHALL)** If lockout occurs during non duty hours (including weekends and holidays), residents should contact the Gateway Inn front desk.

2.27.1.1. **(Added-MILDENHALL)** Prior to assisting residents, lodging representatives will confirm room assignment by checking dorm occupancy report provided by UH management. Following confirmation, a lodging representative will escort the resident to his/her room.

2.27.1.2. **(Added-MILDENHALL)** If manning and/or personal security concerns do not permit lodging to provide an escort, lodging may request a Security Forces Squadron (SFS) patrol to perform escort duties. If SFS is unable to escort, UH management will be contacted to escort.

2.27.2. **(Added-MILDENHALL)** At no time will the resident be given control of the master key.

**2.28. (Added-MILDENHALL) Lost/damaged keys.** Lost and damaged keys must be reported to UH management immediately. If keys, locks, or lock cores have to be replaced, residents will be charged for labor and replacement costs.

**2.29. (Added-MILDENHALL) Ground Care.** Residents are responsible for keeping the dormitory grounds clean. This may require residents and/or bay orderlies to perform snow removal and additional basic landscaping tasks (i.e. weed removal).

**2.30. (Added-MILDENHALL) Government owned/serviced appliances.** Government owned/serviced appliances that may be found in resident's quarters (dependent on dormitory configuration) are: stoves, refrigerators, dishwasher, and microwaves. Residents will acknowledge receipt and condition of appliances on an AF Form 228.

2.30.1. **(Added-MILDENHALL)** UH management will provide instructions on proper use and care of appliances upon assignment.

2.30.2. **(Added-MILDENHALL)** Residents must report unserviceable and/or damaged appliance to UH management immediately. Residents will be held liable for damage caused by misuse or neglect.

**2.31. (Added-MILDENHALL) Privately Owned Appliances.** All appliances must be Underwriters Laboratory (UL) approved. Appliances approved for use in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens. Rice cookers and crock pots are



authorized for use but only on the low setting. Electric grills (i.e. George Foreman grills) and toasters may be used in communal kitchen/break areas.

2.31.1. **(Added-MILDENHALL)** Do not leave cooking items (government or privately owned) unattended while they are in use.

2.31.2. **(Added-MILDENHALL)** All privately owned appliances must be unplugged, cleaned, and stored after each use.

2.31.3. **(Added-MILDENHALL)** Items such as hot plates, toaster ovens, and convection ovens are not permitted for dormitory use.

**2.32. (Added-MILDENHALL) Room Painting.** Individual rooms may be painted only with written consent from UH management.

2.32.1. **(Added-MILDENHALL)** Rooms must be returned to original colors and condition prior to termination of the room. Failure to completely return the room to original color will result in the resident being charged redecoration costs.

2.32.2. **(Added-MILDENHALL)** UH management will inspect walls prior to and after painting is performed.

**2.33. (Added-MILDENHALL) Parties/Social Gatherings.** Parties and other social gatherings are permitted; however, they must be coordinated with UH management and the organizing members' first sergeant(s) prior to the event.

2.33.1. **(Added-MILDENHALL)** All participating personnel are responsible for cleanup following any approved party/social gathering.

**2.34. (Added-MILDENHALL) Environment.** Residents shall not pour trash, engine oils, engine coolants, car grease, and other similar products into plumbing, drainage system, or on the ground.

**2.35. (Added-MILDENHALL) Vehicles Maintenance.** Performing vehicle repairs is not authorized in the dormitory areas or parking lots. All vehicle maintenance shall be performed in the Auto Hobby Shop.

2.35.1. **(Added-MILDENHALL)** Cleaning or washing of vehicles will not be conducted on sidewalks, grass, or seeded areas.

2.35.2. **(Added-MILDENHALL)** Automotive tires and batteries are to be properly disposed of through recycling programs and will not be stored in dormitory rooms or lockers.

**2.36. (Added-MILDENHALL) Parking.** Parking is prohibited on grass, seeded areas, dirt areas, and sidewalks. Additionally, do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant.

2.36.1. **(Added-MILDENHALL)** Motorcycles shall be parked in a motorcycle parking area if available. Motorcycles will not be parked under gazebos, stairwells, or storage rooms.

2.36.2. **(Added-MILDENHALL)** All vehicles must be registered on base and have current Ministry of Transport (MOT) test and road tax. Road tax disk or Statutory Off-Road Notification (SORN) statement must be properly displayed at all times.

2.36.3. **(Added-MILDENHALL)** Vehicles not operational and/or not registered are not authorized in the dormitory area.

2.36.4. **(Added-MILDENHALL)** Parking/Storing recreational vehicle, quad runners, utility trailers and motorcycle trailers in the dormitory area is prohibited.

**2.37. (Added-MILDENHALL) Pets.** Residents are authorized to keep fish in their quarters upon UH management approval. All other types of pets and animals are strictly prohibited.

2.37.1. **(Added-MILDENHALL)** Aquariums shall be limited to one aquarium per occupied room. Aquarium must be 20 gallon capacity or less, regularly cleaned, and maintained in good working order.

2.37.2. **(Added-MILDENHALL)** Residents will be held liable for any damage caused by the fish and/or aquarium.

2.37.3. **(Added-MILDENHALL)** Quiet hours are 24 hours a day, 7 days a week.

**2.38. (Added-MILDENHALL) Assignment Termination.** Residents may not move from assigned quarters without UH management's approval.

2.38.1. **(Added-MILDENHALL)** Assignment termination will be initiated by the resident contacting UH management for a pre-inspection NLT 30 days prior to expected departure. At this time, UH management will advise residents of all clearance requirements.

2.38.2. **(Added-MILDENHALL)** First sergeants will coordinate short-notice separations and Permanent Change of Stations (PCS) with UH management. Residents will coordinate repairs requiring Civil Engineer (CE) assistance with UH management.

2.38.3. **(Added-MILDENHALL)** Final inspections will be scheduled within 72 hours of resident's departure to ensure compliance with cleaning standards and maintenance requirements.

2.38.3.1. **(Added-MILDENHALL)** Residents failing the final inspection must schedule a re-inspection as soon as possible. Residents will not be released from the dormitories without a satisfactory final inspection as deemed by UH management.

**2.39. (Added-MILDENHALL) Prohibitions.** The following activities/items are prohibited in all dormitory areas:

2.39.1. **(Added-MILDENHALL)** Air conditioners.

2.39.2. **(Added-MILDENHALL)** Altering or modifying quarters, common areas, or hallways without prior UH management approval.

2.39.3. **(Added-MILDENHALL)** Animals (except fish)

2.39.4. **(Added-MILDENHALL)** Access to dormitory roofs.

2.39.5. **(Added-MILDENHALL)** Automotive rebuilding parts and batteries.

2.39.6. **(Added-MILDENHALL)** Barbeque Grills.

2.39.7. **(Added-MILDENHALL)** Burned candles or incense.

2.39.8. **(Added-MILDENHALL)** Cohabitation and overnight guests.

2.39.9. **(Added-MILDENHALL)** Electrical timers.

2.39.10. **(Added-MILDENHALL)** Excessive noise. If noise can be heard outside resident's room, it is considered to be excessive.

2.39.11. **(Added-MILDENHALL)** Flammable room decorations (except posters).

2.39.12. **(Added-MILDENHALL)** Flammable liquids, pressurized gases, and paints (except cosmetics/cigarette lighter fluid).

2.39.13. **(Added-MILDENHALL)** Hot plates, toaster ovens, crock pots, portable heaters, sterno fuel, or open flames.

2.39.14. **(Added-MILDENHALL)** Live Christmas trees.

2.39.15. **(Added-MILDENHALL)** Multiple outlet extension cords.

2.39.16. **(Added-MILDENHALL)** Peer to peer gambling (money or objects of value exchange hands).

2.39.17. **(Added-MILDENHALL)** Profanity or other lewd messages on message boards.

2.39.18. **(Added-MILDENHALL)** Satellite dishes.

2.39.19. **(Added-MILDENHALL)** Smoking.

2.39.20. **(Added-MILDENHALL)** Solicitation.

2.39.21. **(Added-MILDENHALL)** Taped or affixed separation/permanent change of station (PCS) orders, posters, stickers, decals, or aluminum foil to windows, furniture, and doors.

2.39.22. **(Added-MILDENHALL)** Under aged drinking (must be 18).

2.39.23. **(Added-MILDENHALL)** Unsealed foods.

2.39.24. **(Added-MILDENHALL)** Waterbeds.

2.39.25. **(Added-MILDENHALL)** Weapons. See Attachment 15.

2.39.26. **(Added-MILDENHALL)** Open display of pornographic material.

2.39.26.1. **(Added-MILDENHALL)** Note: Legal pornographic material is allowed if viewed privately and secured discretely when not in use. **Note: Legal pornographic material and images are defined as any picture, object, or written description of complete frontal nudity, male or female genitalia, or sexual acts that would be legal to purchase and possess under the laws of the United States and the United Kingdom. Unsecured legal pornographic material is subject to confiscation.**

2.39.27. **(Added-MILDENHALL)** Displays, symbols and literature related to extremist/hate groups. Attempting to recruit, organize or lead a group that espouses to discriminate against members based on race, color, national origin, sex or religion.

2.39.28. **(Added-MILDENHALL)** Any other activity/material deemed unsafe or non-conducive to good order and discipline by UH management.

**2.40. (Added-MILDENHALL) Fire Protection.** All residents are responsible for knowing and adhering to all fire protection instructions listed in Attachment 9.

### Chapter 3

#### UNACCOMPANIED HOUSING (UH) ADEQUACY STANDARDS

**3.1. Unaccompanied Housing (UH) Standards Philosophy.** UH provides the space, privacy and furnishings required for comfortable living. Adequacy standards apply to government-owned or government-controlled UH unless otherwise specified by contract or lease between the Air Force and a private contractor. Use Tables 3.1, 3.2 and 3.3 to determine whether UH is adequate to involuntarily assign personnel to on-base UH. When the Commander determines existing on-base UH is not adequate, permanent party members may reside off base with allowances.

3.1.1. UH standards are established to support the mission and maintain QoL for unaccompanied residents. No authority is provided to exceed Air Force standards included in this chapter.

3.1.1.1. Commanders must ensure all residents are assigned a single private sleeping/living room before divesting or changing the use of UH facilities.

3.1.1.2. Do not establish local criteria that would result in increased BAH, OHA or O&M expenditures.

3.1.1.3. Maintaining surplus inventory to assign Airmen to multiple private sleeping/living rooms is not authorized.

3.1.2. Tables 3.1 and 3.2 establish Air Force adequacy standards for existing UH inventory constructed or converted in FY95 and earlier (2+2 construction standard) and for inventory constructed or converted between FY96 and FY02 (1+1 construction standard). Dormitories constructed or renovated in FY03 and beyond must be constructed to the Dorms-4-Airmen standard (Table 3.3).

**Table 3.1. Adequacy Standards– FY95 and Earlier.**

UH FACILITIES PROGRAMMED/FUNDED IN FY95 OR EARLIER (PER PERSON)		
Grade	Space Required	Space Available
0-3 thru 0-10, W-3 thru W-5, GS-10 and above	400 sq ft net living area <sup>1</sup> , private sleeping, living and bath; semi-private kitchen	Same as space required
0-1, 0-2, W-1, W-2, GS-9 and below	250 sq ft net living area <sup>1</sup> , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required
E-7 thru E-9	270 sq ft net living area <sup>2</sup> , private combination sleeping/living room and bath	135 sq ft net living area <sup>3</sup> , private combination sleeping /living room, bath shared with not more than one other person

E-4 with 3 YOS or more thru E6	135 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>
Permanent Party E-1-E-3 and E-4 with less than 3 YOS	90 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>
Technical Training (Pipeline) Student	90 sq ft net living area <sup>2</sup> , not more than two persons to a sleeping/living room, central bath	N/A
Basic Military Trainee (BMT)	72 sq ft net living area, open bay, central bath	N/A
<sup>1</sup> The net living area of a UOQ private room or suite is measured from the inside face of the room walls and includes enclosed, unshared spaces and partitions. <sup>2</sup> Net living area is defined in the current UH Design Guide, page 15. <sup>3</sup> Priority 3 and Priority 4 personnel are limited to one private room per person.		

**Table 3.2. Adequacy Standards– FY96 to FY02**

<b>UH FACILITIES PROGRAMMED/FUNDED FY96 - FY02M (PER PERSON)</b>		
<b>Grade</b>	<b>Space Required</b>	<b>Space Available</b>
0-3 thru 0-10, W-3 thru W-5, GS-10 and above	460 sq ft net living area <sup>1</sup> ; private sleeping, living and bath; semi-private kitchen	Same as space required
0-1, 0-2, W-1, W-2, GS-9 and below	330 square feet net living area <sup>1</sup> , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required
E-7 thru E-9	236 sq ft net living area <sup>2</sup> , private combination sleeping/living room and bath	118 sq ft net living area <sup>3</sup> , private combination sleeping /living room, bath shared with not more than one other person
E-4 with 3 YOS or more thru E-6	118 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>

Permanent Party E-1-E-3 and E-4 with less than 3 YOS	118 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person	Same as space required <sup>3</sup>
Technical Training (Pipeline) Student	90 sq ft net living area <sup>2</sup> , not more than two persons to a sleeping/living room; bath shared with not more than one other person.	N/A
Basic Military Trainee (BMT)	72 sq ft net living area, open bay, central bath <sup>4</sup>	N/A

<sup>1</sup>For a UOQ, net living area is measured from the inside face of the suite's peripheral walls and includes all space including private bathroom, thereby enclosed.

<sup>2</sup>Net living area is defined in the current UH Design Guide, page 15.

<sup>3</sup>Priority 3 and Priority 4 personnel are limited to one private room per person

<sup>4</sup>Open bay, maximum of 60 persons; the net area for a basic trainee is one equal share of the open bay room measured to the inside of the peripheral walls.

**Table 3.3. Adequacy Standards – FY03 and Later.**

<b>UH FACILITIES PROGRAMMED/FUNDED IN FY03 AND LATER (PER PERSON)</b>		
<b>Grade</b>	<b>Space Required</b>	<b>Space Available</b>
O4 thru O10	460 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
O1 thru O-3	330 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
E-7 thru E-9	236 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
E-4 with 3 YOS or more thru E-6	129 sq ft net living area, private combination sleeping/living area and private bath; shared common area that includes a kitchen, social space, laundry and utility space <sup>2</sup>	Same as space required
Permanent Party E-1 thru E-4 with less than 3 YOS	129 sq ft net living area, private combination sleeping/living area and	Same as space required

	private bath; shared common area that includes a kitchen, social space, laundry and utility space <sup>2</sup>	
Technical Training (Pipeline) Student	98 sq ft net living area, not more than 2 persons per sleeping/living room, bath shared with not more than one other person <sup>3</sup>	N/A
E-1 Basic Trainee	72 sq ft net sleeping/living area; open bay, central bath <sup>4</sup>	N/A
<sup>1</sup> One person per module <sup>2</sup> Dorms-4-Airmen standard as a 4-person module with private living/bedroom and private bath and a shared common area with a kitchen, social space, laundry and utility space <sup>3</sup> Pipeline Student standard as a 196 sq ft room with 2 persons sharing living/bedroom/bath space <sup>4</sup> Open bay, maximum of 50 persons; the net area for a trainee is one equal share of the open bay room measured to the inside of the peripheral walls		

**3.2. Adequacy Standards for Constrained Housing Locations.** In areas where the installation Housing Requirements and Market Analysis (HRMA) justifies a deficit of adequate and affordable off-base housing for any portion of unaccompanied E-4 with over 3 YOS through E-9 personnel and officers, the MAJCOM/CC may designate the affected grades of unaccompanied personnel as Priority 2, space required. Installations should program to build UH for the affected grades as outlined in their base DMP. At these installations, grades affected in the HRMA will be housed on base at the appropriate standard provided in Table 3.1, Table 3.2 or Table 3.3.

**3.3. Exceptions to Adequacy Standards.** The Commander may reduce adequacy standards for a period not to exceed (NTE) 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, the MAJCOM Civil Engineer is the approval authority and must provide written approval to the installation before standards are reduced. MAJCOMs notify HQ USAF/A7CAH in writing of the approval and include the basis for reducing standards, the estimated get-well date and plan of action to correct. At AETC Technical Training Centers the Commander may approve the waiver for a period NTE 120 days. Periods beyond 120 consecutive days require MAJCOM CE approval.

3.3.1. For AETC student training dormitories, the Commander may reduce adequacy standards for a period NTE 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, NAF/CC must provide written approval to the base before standards are reduced. Send notification to HQ USAF/A7CA and HQ AETC/A7C and include the basis for reducing the standards, the corrective action plan and estimated get-well date.

**3.4. Non-Air Force Installations.** When Air Force personnel are assigned to an Army, Navy or Marine Corps installation, host installation service adequacy standards apply, except where otherwise provided for in an official support agreement.

**3.5. Unaccompanied Housing (UH) Programming Criteria.** To ensure MAJCOMs and bases appropriately plan, program and budget for UH requirements, the Air Force uses a master planning process. The plan quantifies projected UH requirements, captures facility data, identifies deficits and requirements for replacement and provides recommendations and cost estimates for each installation UH program. For current dormitory programming information, see the latest Air Force DMP and AFH 32-1084, *Facility Requirements*.

**3.6. Unaccompanied Housing (UH) Design Guidance.** For UH design guidance, refer to the *Air Force Unaccompanied Housing Design Guide*.



## Chapter 4

### ELIGIBILITY, ASSIGNMENT AND TERMINATION

#### 4.1. Eligibility. The following categories of personnel are eligible for assignment to UH:

4.1.1. **Military Members.** Permanent party unaccompanied personnel who are on active duty.

4.1.1.1. Members with dependents, separated for 30 days or less awaiting arrival of family members, are not authorized to be assigned UH or reside in UH temporary accommodations. These members must reside off base or in lodging.

4.1.1.2. Members who are on temporary duty (TDY) and authorized per diem are not authorized to reside in UH facilities.

4.1.2. **Civilian Personnel.** Civilian personnel (defined in Attachment 1, Terms) are expected to rely on the civilian community for housing. Commanders may provide housing to eligible civilians as follows:

4.1.2.1. In CONUS (Alaska and Hawaii), civilians are only eligible for UH if required to live on base for reasons of military necessity, as determined by the Commander.

4.1.2.1.1. Positions should be identified in the base supplement to AFI 32-6001.

4.1.2.1.2. Members are required to pay fair market rental rate (paragraph 5.5.).

4.1.2.2. Civilians may be provided UH in OCONUS and non-foreign OCONUS (other than Alaska and Hawaii), when appropriate and adequate housing, support services and facilities do not exist, are not readily available in the local community or may not be used without restrictions (DoD 1400.6-D, DoD Civilian Employees in Overseas Areas) or when housing is excess to the needs of military personnel assigned or attached to the installation or adjacent installation (5 U.S.C. § 5911).

4.1.2.2.1. Eligible civilians authorized LQA funded with APF, who are offered and accept UH, are not authorized to continue to receive LQA. The UH Manager provides formal notification to the servicing CPO and/or tenant agency when a civilian employee is assigned to UH so LQA can be terminated. No further charges are required by the civilian employee or their agency.

4.1.2.2.2. Eligible civilians not authorized LQA funded with APF, who are offered and accept UH, must pay a monthly rental charge based on the established LQA rate of the equivalent grade. This rental charge is a reimbursement to the UH O&M account (see AFI 65-601, Section 10K).

4.1.2.2.3. Eligibility for housing is limited to 5 years occupancy at any location, except for key and essential (K&E) civilians. When there is a waiting list, issue 60-day mandatory termination notices to those who have occupied UH for 5 years or longer. When local community housing is adequate or sufficient to house civilians, at the Commander's discretion, issue termination notices to civilians who have occupied UH for 5 years or longer.

**4.1.3. US Coast Guard, US Public Health Service and National Oceanic and Atmospheric Administration.** Unaccompanied personnel from these agencies may be assigned UH using priorities determined by the Commander. Normally, full-time unaccompanied personnel are assigned on the same basis as military members. Personnel are charged a rental rate equal to BAH of their equivalent grade (paragraph 5.5).

**4.1.4. Contractor Employees and Technical Representatives.** Unaccompanied personnel are not authorized to apply for or be assigned UH unless designated K&E. Exceptions are approved by MAJCOMs. Personnel in OCONUS are charged a rental rate equivalent to the civilian LQA rate unless otherwise stated in the contract with the government. In CONUS, personnel are charged a fair market rental rate (paragraph 5.5).

**4.1.5. US Government, non-DoD personnel in foreign areas and US Territories and Trusts.** Unaccompanied personnel are eligible for UH on a space-available basis or as stated in host country agreements. Personnel are charged a rental rate equivalent to the civilian LQA rate (paragraph 5.5).

**4.1.6. American Red Cross (ARC) Personnel.** An unaccompanied ARC Regional Manager, Senior Station Manager, Station Manager and Assistant Manager may be assigned UH as follows:

4.1.6.1. In CONUS and non-foreign OCONUS, ARC personnel are housed on the same basis as DoD civilians and pay a fair market rental rate (paragraph 5.5).

4.1.6.2. In OCONUS, ARC personnel listed in Table 5.1 of AFI 32-6001 may be assigned UH without charge. All other ARC personnel are eligible on a space available basis and charged a rental rate equivalent to the civilian LQA rate (paragraph 5.5.)

**4.1.7. AFRC and ANG Personnel.** Unaccompanied personnel (all grades) on active duty for training (school and annual tours) and for reasons other than training (man-days, activation, mobilization), as determined by the Commander at the permanent duty station (PDS). NOTE: The PDS for members of AFRC and ANG components ordered to active duty for training is the training location to which each member travels. The PDS for members ordered to active duty, other than for training, is their monthly drill or training station. The PDS for AFRC members who have no monthly drill or training station, i.e., individual ready reserve, some individual mobilization augmentees, standby reservists, is the place from which they were called or ordered to active duty.

**4.1.8. Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee and Security Assistance Trainee).** Unaccompanied members are eligible for UH on a space-available basis, or as stated in official agreements. Personnel are not required to pay a rental charge (paragraph 5.5).

**4.1.9. Foreign Exchange Personnel.** Unaccompanied members are eligible for UH on the same basis as US military personnel. Personnel must pay rent equal to BAH of their equivalent grade (paragraph 5.5).

**4.1.10. Foreign Liaison Personnel.** Unaccompanied members are eligible for UH on a space-available basis. Personnel must pay rent equal to BAH of their equivalent grade or as specified in the current agreement between the United States Government and the Foreign Government (paragraph 5.5).

4.1.11. **Non-US Citizen Personnel.** Unaccompanied members are eligible for UH on a space available basis. Personnel must pay rent equal to BAH of their equivalent grade, equal to the civilian LQA or as specified in the current agreement between the United States Government and the Foreign Government (paragraph 5.5).

**4.2. Assignment Priorities.** Assign unaccompanied personnel to UH according to the following priorities.

4.2.1. **Priority 1, Space Required.** Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include FP), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bonafide hardship as determined by the Commander (para 1.2.2.7).

4.2.1.1. Pipeline students who are not authorized per diem or BAH are considered Priority 1.

4.2.1.2. E4 personnel who attain over 3 YOS and have less than 6 months remaining on station due to permanent change of station (PCS) or separation, convert from Priority 2 to Priority 1 and are not authorized to relocate off base with BAH.

4.2.1.3. K&E positions must be listed in the base supplement to AFI 32-6001.

4.2.1.4. For hardship assignments, members initiate and submit a request with squadron commander endorsement to the UH Management Section Chief who processes the request to Housing Asset Manager with a recommendation. The Commander is authority for approval or disapproval and may delegate this authority no lower than the Mission Support Group Commander, or equivalent.

4.2.1.4.1. **(Added-MILDENHALL)** Members shall use Hardship Request Template (Attachment 16) to obtain endorsement for a hardship recommendation.

4.2.1.5. Priority 1 personnel must be revalidated annually.

4.2.2. **Priority 2, Space Required.** Beginning with the most junior member, Priority 2 includes:

4.2.2.1. Personnel in grades E-1 through E-3 and E-4 with less than 3 YOS.

4.2.2.2. All enlisted and officers assigned a location that has been approved as a housing constrained location for their specific grade.

4.2.2.3. Involuntarily separated enlisted and officer personnel assigned to dependent-restricted areas.

4.2.2.4. Unaccompanied personnel in CONUS and non-foreign OCONUS with no entitlement to family member travel and HHG transportation.

4.2.2.5. Unaccompanied personnel assigned to CONUS and non-foreign OCONUS isolated locations identified in AFI 36-2110, *Assignments*.

4.2.2.6. Military members married to another military member (MIL-to-MIL) in grades E1 through E3 and E4 with less than 3 YOS when geographically separated and not accompanied by family members.

4.2.2.7. DELETED

**4.2.3. Priority 3, Space Available.** Beginning with the most junior member, Priority 3 includes:

4.2.3.1. Unmarried personnel in grades E-4 with 3 or more YOS through E-9.

4.2.3.2. Unmarried officers in OCONUS locations with established UOQs.

**4.2.4. Priority 4, Space Available.** Beginning with the most junior member, Priority 4 includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents:

4.2.4.1. Unaccompanied personnel in grades E-1 to E-9.

4.2.4.2. Unaccompanied officers in OCONUS locations with established UOQs.

**4.3. Assignment Priorities in Constrained Housing Locations.** When the HRMA reflects a deficit of adequate, affordable and safe off-base housing to support unaccompanied members in grades E-4 with 3 or more YOS through E-9 and officers at any location, the MAJCOM commander designates the affected grades of unaccompanied personnel as Priority 2, space required.

**4.4. Waiting List.** The UH Management Section manages waiting lists for assignment to and termination from UH.

4.4.1. Priority 1 members must have written approval from the Commander to relocate off base.

4.4.2. Priority 2 waiting list for BAH. Maintain a base-wide BAH waiting list of Priority 2 members desiring to relocate off base with BAH. Ensure local procedures require squadron commander and/or first sergeant approval prior to member notification of selection and authorizing BAH.

4.4.3. Priority 2 waiting list for assignment to UH. Maintain a list of members waiting assignment to UH due to insufficient UH space in grades E1-E3 and E4s with less than 3 YOS and others in approved constrained housing locations in the grades of E4s with 3 YOS through E9 and officers.

4.4.4. Priority 3 and 4 waiting list for assignment to UH. Maintain a list of Priority 3 and 4 members requesting assignment to UH on a space available basis.

**4.5. Temporary Accommodations:**

4.5.1. Provide a hospitality room as temporary accommodations for unaccompanied eligible personnel arriving and departing during non-duty hours. Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.1.1. UH Manager notifies first sergeant or squadron commander when there is no available UH permanent party room or hospitality room for arriving eligible members, so arrangements can be made for temporary accommodations in lodging. Members eligible for UH and occupying lodging facilities pay the daily lodging fee.

4.5.2. Installations may elect to use UH rooms to provide space for temporary accommodations for personnel involved in extraordinary situations (such as domestic altercations). Keep the number of rooms used for this purpose to an absolute minimum (minimum adequacy standards do not apply) and limit a member's stay to no more than a

total of 72 hours. Give special consideration to location within the dormitory campus for rooms designated for this purpose and furnish with only essential furniture (i.e. bed, chest). Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.2.1. The UH Management Section Chief is responsible for the management of these rooms.

**4.6. Assignment Criteria and Procedures.** The Air Force assignment standard is one private room for each permanent party Airman (E1 through E4 with less than 3 YOS). Exception: See paragraph 3.3 for waiver authorities.

4.6.1. Assignment Criteria:

4.6.1.1. UH Manager assigns member to a private room, including UOQs and UNCOQs, as soon as possible after an eligible member arrives on the installation.

4.6.1.2. Assign members to appropriate UH allocated for their squadron to ensure unit integrity.

4.6.1.3. Authorize BAH to inbound Priority 2 members within 60 days of having 3 YOS so they may obtain off-base housing immediately upon arrival on station.

4.6.1.4. E4s residing in dormitories reaching 3 YOS may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis without BAH (Exception: E4s in this category with less than 6 months remaining on station convert to Priority 1). If the government requires a move to another on-base facility, the move is at government expense. Voluntary moves to another on-base facility are at the member's expense. Any subsequent move off base is at government expense.

4.6.1.5. Priority 3 and 4 members relocating from off base into UH on a space-available basis, are not authorized a government-paid move. Lower grade members have precedence for space available assignment.

4.6.2. Assignment Considerations. When determining room assignments UH Managers must consider the following issues:

4.6.2.1. Males and Females. Males and females may be assigned in the same facility, but must be housed in separate modules. A module is either a Dorms-4-Airmen four-room suite, or the two-room/one bathroom suite in the 1+1 and 2+2 dorms.

4.6.2.2. Smokers and Non-smokers. Attempt to assign smokers with smokers and nonsmokers with nonsmokers considering UH room and module configurations. If a smoker and nonsmoker are assigned to the same room or module, the rights of the nonsmoker prevail. If a nonsmoker detects second-hand smoke, regardless of its source, the rights of the nonsmoker prevail.

4.6.3. Assignment Procedures. UH Managers process assignment actions, including UOQs and UNCOQs. UH Managers must:

4.6.3.1. Make assignments in writing using ACES-generated Unaccompanied Quarters Assignment-Termination Record (attachment 2). Ensure Priority 3 and 4 personnel acknowledge, in writing, that:

4.6.3.1.1. They are occupying UH on a space-available basis and may be required to terminate quarters with 30 days notice.

4.6.3.1.2. Moves into and out of UH, including local drayage, nontemporary storage (NTS) of personal property and service reconnections (cable TV, telephone and internet) are at their own expense. Exception: Government-funded moves are authorized when space-available members are directed to move from an assigned on-base dormitory room to another on-base dormitory room for the convenience of the government for reasons such as major repairs, renovations and demolitions.

4.6.3.2. Accomplish AF IMT 594, *Application and Authorization to Start, Stop or Change Basic Allowance For Housing (BAH) or Dependency Redetermination* for every UH assignment to include E1-E3 and E4 with less than 3 YOS personnel.

4.6.3.3. Perform an initial inspection of the UH facility and room with the resident. Ensure discrepancies are annotated in writing and acknowledged by the resident and the UH Manager (see sample checklist at Attachment 6).

4.6.3.4. Provide a Resident Brochure identifying applicable Air Force, MAJCOM and local base standards (see sample Resident Brochure at Attachment 7).

4.6.3.5. Issue and provide local cleaning policy for linens including bedspreads, draperies, sheets, blankets, etc.

4.6.3.6. Perform an inventory and assessment of furnishings. Use AF Form 228 to issue and identify condition of room furnishings.

4.6.3.7. Use locally developed checklists to ensure residents acknowledge receipt of the Resident Brochure, linens, condition of room and any other locally required information.

4.6.3.7.1. Ensure members acknowledge in writing that they are required to reside in the assigned room provided unless otherwise approved by the first sergeant or commander.

4.6.3.8. Maintain all UH records to include those related to determinations made by the Commander.

**4.7. Involuntary Assignments.** Involuntary assignments to UH are made when:

4.7.1. Required for reasons of military necessity, readiness or discipline. This applies to all personnel and to adequate and inadequate quarters.

4.7.2. Occupancy of adequate UH by Priority 1 and 2 personnel is below 95 percent utilization.

4.7.2.1. Involuntary assignments in CONUS and OCONUS apply to all Priority 1 and 2 personnel and those grade groups identified in constrained location approval. Make assignments beginning with the most junior member.

4.7.2.2. Provide members 30 days advance written notice of an involuntary assignment.

4.7.3. Make every effort to fill UH vacancies with newly arrived personnel. If projected unaccompanied personnel gains will not increase the utilization rate to 95 percent within 120 days, the Commander must recall Priority 1 and 2 personnel previously authorized to live off base and receive BAH. (Priority 1 and 2 personnel residing off-base when Interim Change 1

was issued may be involuntary assigned to UH if the utilization rate falls below 90 percent.) Moves are at government expense.

4.7.4. Unless required for military necessity, readiness or discipline, do not involuntarily assign personnel in grades E-1 to E-3 and E-4s with less than 3 YOS, under the following conditions:

4.7.4.1. Member has official notification to depart the installation PCS.

4.7.4.2. After the death of a sole family member.

4.7.4.3. A military married to military couple resides off base. One spouse is reassigned to another base and one remains at the original location.

4.7.4.4. The Commander determines that a member will experience a hardship. (For example, member made permanent off-base housing arrangement; requires the sale of a home; or requires financial penalties resulting from the terms of existing lease.)

4.7.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity or FP. If the civilian employee refuses permanent, adequate, available on-base housing in foreign countries and US overseas areas (DoD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM), Chapter 592, Overseas Allowances and Differentials), LQA is not authorized for off-base housing.

**4.8. Termination Criteria and Procedures.** UH Managers process termination actions for all UH to include UOQs and UNCOQs. UH Managers must:

4.8.1. Terminate UH assignments in writing when:

4.8.1.1. A member departs PCS or ends active military service or civilian employment.

4.8.1.2. A member becomes eligible for BAH (both with and without dependent rate) and authorized by proper authority to reside off base.

4.8.1.2.1. An E4 residing in a dormitory reaches 3 YOS regardless of the utilization rate (unless they have less than 6 months remaining on station). The UH Manager, in coordination with commanders/first sergeants, validates rank and time in service for E4s before processing BAH.

4.8.1.2.2. Space is required for a member in a higher priority (over 95 percent utilization).

4.8.1.3. A member who voluntarily occupies UH (space available) requests termination.

4.8.1.4. When a military or civilian member is away from their PDS and status is changed to deceased, missing in action, captured or detained by the enemy, use procedures identified in AFI 34-244, *Disposition of Personal Property*, for protection of personal property. Direct a move for members who are on extended confinement or absent without leave (AWOL).

4.8.1.5. To provide needed space for Priority 1 and 2 personnel. Use the following guidelines:

4.8.1.5.1. Terminate Priority 4 and then Priority 3 personnel, senior member first.

- 4.8.1.5.2. Authorize BAH to Priority 2 personnel (all grades) on the BAH waiting list, senior member first, when utilization of total space required (Priority 1 and 2) personnel exceeds 95 percent.
- 4.8.2. Termination of assigned dormitory room is accomplished in two phases:
- 4.8.2.1. Prefinal Inspection. UH Manager conducts the prefinal inspection in advance (generally 30 to 45 days) of member vacating UH.
    - 4.8.2.1.1. Provide residents written cleaning standards used for final inspection (see sample cleaning standards at Attachment 3 which may be adjusted to meet local base needs).
    - 4.8.2.1.2. Assess condition of assigned rooms/shared common space and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. Provide members detailed written information regarding financial liabilities and include alternatives for restitution and/or repair as soon as possible to ensure requirements are accomplished before final inspection.
    - 4.8.2.1.3. Identify COM requirements (see Attachment 4, Sample COM checklist).
  - 4.8.2.2. Final Inspection. Ensure resident meets cleaning standards established by the Commander and the room is cleared of personal property. Allow resident to correct minor items during the final inspection. If the unit fails inspection, schedule a reinspection at the earliest mutually acceptable time to minimize delay of resident departure.
    - 4.8.2.2.1. After a successful final inspection, the UH Manager initiates and issues ACES-generated Unaccompanied Quarters Assignment-Termination Record certifying termination.
    - 4.8.2.2.2. UH Manager prepares AF IMT 594 and processes as required.
    - 4.8.2.2.3. If member is relocating off base, BAH is not authorized until a successful final inspection is completed.
- 4.8.3. Change of Occupancy Maintenance (COM). During the prefinal inspection, the UH Manager identifies maintenance required to make the unit ready for the next resident (see sample COM checklist at Attachment 4 which may be adjusted to meet local base needs). Identify items for repair or replacement on AF Form 1219, *BCE Multi-Craft Job Order*, and forward to CE customer service or contractor for action (or use locally established forms and procedures).



## Chapter 5

### FINANCIAL MATTERS

**5.1. Basic Allowance for Housing (BAH).** An unaccompanied member's entitlement to BAH may be affected by assignment to UH [Joint Federal Travel Regulation (JFTR) Chapter 10, U103064].

5.1.1. Unaccompanied personnel assigned to UH are authorized partial BAH. Partial BAH is not authorized when members occupy leased or contract quarters which cost more than BAH, plus OHA. The FSO automatically starts partial BAH for unaccompanied members not authorized without-dependent BAH.

5.1.2. Unaccompanied personnel are authorized to live off base and receive single rate BAH when dormitory, UNCOQ and UOQ utilization of Priority 1 and 2 personnel exceeds 95 percent. Members, with approval by the first sergeant or squadron commander, are eligible to apply for the BAH waiting list.

5.1.2.1. Personnel who voluntarily live off base without BAH are not automatically the most eligible and must compete with other members on the BAH waiting list to receive BAH.

5.1.2.2. The UH Management Section maintains a single BAH waiting list system by seniority. The waiting list system must ensure equitable allocation of dormitory space among squadrons and minimize frequent dormitory resident moves. The UH Management Section Chief should monitor individual dormitory utilization rates, advise asset manager when individual facilities are causing the base-wide dormitory utilization rate to fall below 95 percent and recommend space reallocation or change in use.

5.1.2.2.1. Single base-wide BAH waiting list. When a single base-wide BAH waiting list adversely impacts unit integrity or causes hardship to unaccompanied Airmen by forcing frequent moves among dorms, the Commander may authorize BAH waiting lists by individual facility (dormitory) or unit.

5.1.2.2.2. Facility (dormitory) or unit BAH waiting list. If the base-wide utilization rate is greater than 95 percent and the dormitory rate of a specific dorm is below 95 percent utilization, do not issue BAH until that dormitory rate exceeds 95 percent.

5.1.3. There are conditions when unaccompanied personnel are authorized to live off base with allowances, regardless of the utilization rate or availability of government quarters, as long as the Commander does not require them to live on base for reasons of military necessity, readiness, or discipline. The following moves from UH to off base are at government expense.

5.1.3.1. Personnel (without dependent family members anywhere) in grades E-4 with 3 YOS and above.

5.1.3.1.1. Inbound E-4 members within 60 days of attaining 3 YOS will be authorized BAH and must obtain off-base housing immediately upon arrival on station.

5.1.3.1.2. E4s attaining 3 YOS will not be authorized to move off base with BAH if they have less than 6 months remaining on station prior to PCS or separation from the Air Force unless the move meets requirements in paragraph 5.1.3.4, 5.1.3.6 or 5.1.3.8.

5.1.3.1.3. Normally, BAH for newly assigned members in grades E-4 with 3 YOS and above will continue from their last duty station; however, if necessary, the local FSO starts BAH during in-processing once the member has certified non-occupancy of government quarters.

5.1.3.1.4. Airmen who will become eligible for BAH as a result of promotion during a deployment may make arrangements to out-process prior to departure. Another military member, with a valid power of attorney, may terminate UH on behalf of the deployed member on the date he/she becomes eligible for the entitlement. Airmen, who chose to move off base and/or store the contents prior to that date, must do so at their own expense and with approval from the First Sergeant or Squadron Commander. The UH Management Section Chief will process an AF IMT 594 only when the member is eligible and the room is cleared IAW with local policies.

5.1.3.2. Personnel with a hardship may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the UH Management Section Chief for coordination.

5.1.3.2.1. The Commander is the approval authority for a hardship request.

5.1.3.2.1.1. A hardship can be described as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

5.1.3.2.2. The UH Management Section Chief provides a recommendation to Housing Asset Manager who then forwards the request to the Commander for approval/disapproval.

5.1.3.2.3. The member must provide annual recertification to the UH Management Section Chief to continue the entitlement.

5.1.3.3. Personnel with privately owned mobile homes moved from the previous duty station to the new duty station at government expense (authorized in PCS orders). Members with privately owned mobile homes may submit a request to reside in the community and receive BAH. The request must include a copy of the authorization to move the mobile home to the new duty station at government expense.

5.1.3.4. Pregnant women residing in UH. Pregnant women, regardless of rank or marital status, may submit a unit commander-approved request to the UH Management Section Chief, to move from assigned UH at the 20<sup>th</sup> week of pregnancy and receive BAH. An earlier move may be requested if determined necessary by medical authority. The commander may direct a pregnant member to terminate assigned UH from the 30<sup>th</sup> week of pregnancy up to the date of birth. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.) paragraph 4.2 applies.

- 5.1.3.4.1. A single pregnant member may apply for FH (government controlled) 60 days prior to the expected delivery date. However, the member may not be assigned quarters until entitled to BAH at the with-dependent rate.
- 5.1.3.4.2. The installation may temporarily divert an excess FH unit to UH and allow the single pregnant member to occupy the unit 60 days prior to the anticipated delivery date (AFI 32-6001, paragraph 3.1.4). Before assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member.
- 5.1.3.5. Personnel with extensive HHG. Members may submit a commander-endorsed request to the UH Management Section to reside in community housing and receive BAH when the annual cost of drayage and storage would exceed 50 percent of authorized BAH (drayage + 12 months storage)/by 12 months > (monthly BAH rate)/2).
- 5.1.3.6. Personnel within 60 days of marriage, if setting up a household in the local area. Members may submit a commander-approved request to the UH Management Section to reside in community housing and receive BAH up to 60 days prior to pending marriage. Within 30 days after the date the marriage was scheduled to occur, member must submit proof of marriage to continue BAH. If the marriage does not occur, paragraph 4.2 applies.
- 5.1.3.7. Personnel who are military married to military (joint-spouse). Members with a military spouse who have an approved joint spouse assignment may submit a request to move from assigned UH to community housing and receive BAH 60 days prior to arrival of the spouse. If the joint assignment does not occur, paragraph 4.2 applies.
- 5.1.3.8. Agents or agent-trainees with the Office of Special Investigation (OSI). Members who are OSI agents and agent-trainees may submit a request to the UH Management Section to reside in community housing and receive BAH. The request must include an Air Force OSI region commander or squadron commander certification that assignment to UH would impair agent or the agent trainee's mission effectiveness.
- 5.1.3.9. Personnel with approved terminal leave. Members who have approved terminal leave may request to move from assigned UH to community housing and receive BAH. The request must include documentation that the member is on terminal leave.
- 5.1.3.10. ARC personnel on active duty for training. BAH entitlement for ARC members is determined by the availability of UH at each training location. Each training location is viewed as a different PDS.
- 5.1.3.10.1. When UH is not available, the unit at the PDS prepares and sends to the UH Management Section Chief an AF IMT 594 and member's orders on an AF Form 1373, *MPO Document Control Log-on Transmittal*. Additionally, if a letter of determination from the unit commander is necessary it should be included. The UH Management Section Chief signs and forwards all documents to the member's servicing pay FSO (provided by the ARC component) for processing.
- 5.1.3.11. Members in an ARC component on active duty tours other than for training are entitled to BAH under the same conditions as members serving on full-time active duty. Use the same process specified in paragraph 5.1.3.10.1.

5.1.4. Members who are unaccompanied but have dependents residing elsewhere. Members with dependents residing elsewhere may occupy UH without affecting their right to receive BAH, at the with-dependent rate, under certain circumstances.

5.1.4.1. A member may occupy UH or other government housing that does not exceed UH standards (Tables 3.1, 3.2 and 3.3) for the member's grade without dependents and still be eligible to receive BAH at the with-dependent rate if (a) the member is unaccompanied and (b) family members are not residing in adequate government quarters elsewhere (JFTR U10302).

5.1.4.2. The following only applies to personnel designated K&E (all others are ineligible for this exception). If the member occupies UH or other government quarters which exceed the unaccompanied standard for the member's grade, BAH will be terminated unless the quarters are the only quarters available and (a) quarters are not suitable for joint occupancy (Table 5.1) or (b) quarters are suitable for joint occupancy and are jointly occupied with another member of the appropriate grade permanently assigned to the duty station.

5.1.4.2.1. Air Force policy is to discourage the use of government-owned or privatized FH units as temporary UH. FH units or other quarters temporarily designated as UH will be considered adequate for joint occupancy if they have at least two private bedrooms, two separate full bathrooms, with a total net living area at least equivalent to the total net living area the joint residents would each be entitled to if it were permanent UH. Members in grades O-1 to O-10, W-1 to W-5 and GS-10 and above must have access to a living room, kitchen and dining area (not necessarily private) as shown in Table 5.1.

5.1.4.2.2. Regarding clause (b) in paragraph 5.1.4.2, the quarters must actually be jointly occupied, although such quarters may be singularly occupied for no longer than 30 days in order to accommodate a change in one of the joint residents who departs PCS. The Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI) may approve waivers to this policy to relieve hardship circumstances (other than financial).

5.1.4.3. This policy does not apply to unaccompanied members residing in privatized housing since members must pay rental charges for PH.

5.1.4.4. This policy applies to all locations and to FH units or other government quarters temporarily designated as UH.

5.1.4.5. Unaccompanied members should be assigned quarters that meet adequacy standards for their grade, whenever possible.

5.1.5. The UH Management Section is responsible for processing AF IMT 594, for unaccompanied personnel assigned UH.

5.1.5.1. The UH Management Section prepares AF IMT 594 annotating the date and address of the UH being assigned or terminated and forwards the AF IMT 594 to the FSO for processing. The FSO determines dependency and BAH entitlements and records required changes on the AF IMT 594.

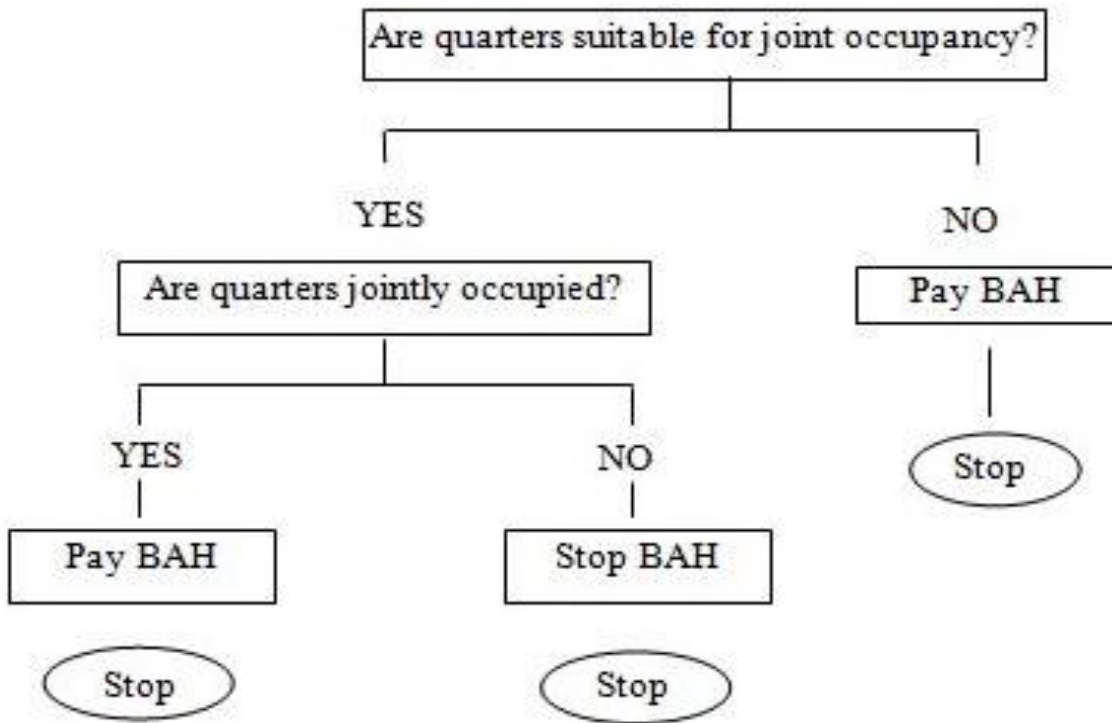
5.1.5.1.1. For Army, Navy and Marine Corps members, the UH Management Section prepares the AF IMT 594 and forwards to the appropriate servicing FSO as identified by the squadron or member.

5.1.5.2. Establish local procedures to ensure all AF IMT 594s are forwarded to the FSO within 1 workday after the member is assigned UH.

**Table 5.1. BAH Decision Matrix, Members W/Dependents, Unaccompanied K&E**

<b>EXAMPLES: Exceeds minimum standards for single occupancy but not suitable for joint occupancy</b>	
<b>Example</b>	<b>Rationale</b>
O-5 lives in FH unit with 1,300 sq ft, 3 BR, LR, 1 full bath, 1 half bath	Each resident must have a separate bath
O-6 lives in TLF unit converted to UH with 680 sq ft, LR/kitchen, 2 BR, 1 bath	Each resident must have 460 sq ft and separate bath
E-9 lives in UH dorm, 360 sq ft, 2 rooms, shared bath	Each resident must have 236 sq ft, separate bath

<b>Minimum Standards for Unaccompanied Members Residing in Family Housing (FH)</b>	
<b>Grade</b>	<b>Space Required</b>
O-3 and above; W-3 - W-5; GS-10 and above	460 sq ft net living area; private bedroom; separate bath; access to kitchen and living room
O-1, O-2; W-1, W-2; GS-9 and below	330 sq ft net living area; private sleeping; separate bath; access to kitchen facility and living room in same building
E-7 - E-9	236 sq ft net living area; private room; separate bath



**5.2. BAH Certification.** Each quarter, IAW FSO guidance, the UH Management Section and FSO reconcile their data to ensure members assigned to UH are receiving appropriate housing allowances.

5.2.1. The FSO provides the UH Management Section Chief a list of personnel residing in UH receiving more than partial rate BAH. Within 5 business days, the UH Management Section Chief validates the data and submits changes to the FSO using AF IMT 594. The action date on the AF IMT 594 will be retroactive to the date changes should have been effective.

5.2.2. The FSO provides the UH Management Section Chief a list of personnel residing in UH not receiving partial BAH. Within 5 business days, the UH Management Section Chief validates and submits changes to the FSO, using AF IMT 594. The action date of the AF IMT 594 will be retroactive to the date changes should have been effective.

5.2.3. The UH Management Section, in partnership with the CPO, should reconcile their data to ensure APF civilians residing in UH, are forfeiting LQA and/or paying rent. The UH Management Section should work with tenant agencies to ensure civilians are forfeiting LQA and/or paying rent.

**5.3. Drayage and Storage.** If a move is directed by the government, local drayage and NTS of personal property is authorized at government expense in connection with assignment or termination of government quarters (JFTR, Volume 1, paragraphs U4770, U5355 and U5380). Local drayage and HHG storage are authorized on AF IMT 150, *Drayage/Storage Authorization - Government Quarters*. Use the following guidance to determine local drayage and storage entitlements:

5.3.1. Moves from one UH accommodation to a different UH accommodation because of increased entitlement as a result of promotion, regulation changes, personal preferences and other personal reasons are considered requested moves, not directed. Requested moves, when approved by the commander, are made at the discretion of the individual and are at personal expense.

5.3.2. Moves are at government expense when personnel are directed to move into and out of UH for the benefit of the government (vacating facilities for renovation, moving into renovated or newly constructed facilities, etc.). Moves to local community are authorized at government expense when:

5.3.2.1. Member is authorized to live off base with single rate BAH regardless of the dormitory utilization rate (paragraph 5.1.3).

5.3.2.2. Member gains a dependent.

5.3.2.3. Member who is an E4 reaches 3 YOS.

5.3.2.4. Member who was assigned UH as a Priority 1 and is no longer required to reside in UH.

5.3.2.5. Member is assigned to UH as a result of an involuntarily assignment IAW paragraph 4.7.

5.3.2.6. Member is assigned to UH as a result of not getting married (terminated UH IAW paragraph 5.1.3.6).

5.3.3. UH Manager advises eligible personnel to submit a request for NTS as soon as possible, but no later than 30 days after quarters are assigned.

5.3.3.1. Member must submit an inventory of property to be stored. UH Manager only approves items that are not suitable for use in the assigned UH.

5.3.3.2. Members assigned UH as a Priority 3 or 4 are not entitled to government-funded moves, unless the member has been directed to move from one on-base facility to another on-base facility for the convenience of the government. These members are not entitled to NTS.

5.3.3.3. Members assigned as Priority 1 or 2 and continue occupancy as a Priority 3 or 4 with NTS authorized are entitled to continued NTS until termination.

5.3.3.4. E4s reaching 3 YOS while assigned OCONUS, with HHG in CONUS NTS when required to vacate government quarters, must have 12 months or more remaining on their overseas tour at the scheduled arrival date of HHG to be authorized the shipment at government expense.

**5.4. Reconnection Fees.** Members who are involuntary relocated between government housing and/or local off-base housing are authorized reimbursement for the costs associated with the reconnection of telephone and/or television services (Comptroller General Decision B-187833) to include those services supporting internet connection. This does not apply to members who were assigned as Priority 3 and 4 and who are now required to terminate quarters. Reimbursements are limited to fees associated with reconnection of the existing service in place at the time relocation was directed. Cable TV/telephone reimbursement authority does not apply to self-help installation of TV dish antenna or cellular telephone service activation. A member

will not be reimbursed when the Air Force terminates residency as a result of the member not adhering to policy. To receive reimbursement, military or civilian personnel must:

5.4.1. Forward a reimbursement request through the unit commander, UH Management Section Chief and Housing Asset Manager to the FSO for payment.

5.4.2. Provide a copy of the special orders or a signed memo directing the move.

5.4.3. Pay for and then provide a receipt for the cost of reconnecting telephone and cable television line.

## **5.5. Rental Charges:**

5.5.1. **Eligible Civilians.** Eligible civilians occupying UH may be required to pay rental charges.

5.5.1.1. In CONUS, rental charges should be established based on a fair market rental analysis IAW OMB Circular A-45, Policy Governing Charges for Rental Quarters and Related Facilities.

5.5.1.2. In OCONUS, when required, rental charges should be established based on the LQA rate of the equivalent grade.

5.5.1.2.1. For civilian authorized LQA funded with APF, the UH Manager provides formal notification to the servicing CPO and/or the tenant agency so that LQA can be terminated. No further charges are required to be paid by the civilian employee or their agency.

5.5.1.2.2. For all other civilians not authorized LQA funded with APF, the UH Manager initiates actions to collect a monthly rental charge based on the established LQA rate of the equivalent grade. This is a reimbursement to the UH O&M account (see AFI 65-601, Section 10K).

5.5.2. **Foreign Military Trainee (Foreign Military Sales Trainee, International Military Education and Trainee, and Security Assistance Trainee).** Personnel are not charged a rental rate.

5.5.3. **Foreign Exchange Personnel.** Personnel must pay rent equal to BAH of their equivalent grade.

5.5.4. **Foreign Liaison Personnel.** Personnel must pay rent equal to BAH of their equivalent grade or as specified in the current agreement between the United States Government and the Foreign Government.

5.5.5. **DoD-Sponsored Personnel.** Non-DoD federal civilian personnel including Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration, US national bank, contractors, technical representatives, or non-US citizens assigned to OCONUS installations must pay rental charges equal to LQA of the grade equivalent or as specified in the current agreement between the United States Government and the Foreign Government.

5.5.5.1. For ARC personnel, see paragraph 4.1.6.

**5.6. Living Quarters Allowance (LQA).** Eligible civilian employees may be authorized LQA funded with APF when in OCONUS and not assigned to government quarters. The UH



Management Section Chief provides written notice to the servicing CPO and/or agency when UH is assigned and terminated so that appropriate actions can be taken to start and stop LQA.

**5.7. Dislocation Allowance (DLA).** DLA may be authorized for members in PCS status to partially reimburse relocation expenses not otherwise reimbursed. Conditions and requirements for payment of DLA are identified in JFTR, Volume 1, Chapter 5, Part G. Members without family members include personnel who have family members but do not relocate them in conjunction with PCS. Personnel may be assigned to government quarters for a period NTE 60 days without impacting their entitlement to DLA. When calculating the 60 days, exclude days the member may be deployed or TDY. In justifiable cases, up to 60 additional days may be authorized by the member's commanding officer for a maximum of 120 days.

5.7.1. DLA entitlement does not exist for members in grades E-4 with 3 or less YOS and below who have been offered permanent quarters, but elect to live off base at their own expense.

5.7.2. Members in grade E-4 with 3 YOS and above who elect to reside off base are eligible to receive DLA, regardless of the availability of quarters and may self-certify their non-occupancy of government quarters.

**5.8. Partial Dislocation Allowance (PDLA).** PDLA is not authorized for directed moves to and from UH to other UH facilities or off base.

**5.9. Temporary Lodging Allowance (TLA).** TLA is authorized for members in PCS status in OCONUS to partially reimburse for more than normal expenses associated with residing in TLF. Members must report to UH Manager or housing within 2 working days of arrival on station to determine UH and/or housing availability and process for TLA as required. Conditions and requirements for payment of TLA are identified in the JFTR, Volume 1, Chapter 9.

**5.10. Temporary Lodging Expense (TLE).** TLE is authorized for members to partially offset the added living expenses incurred within CONUS when it is necessary for the member and/or dependents to occupy TLF due to PCS. TLE is payable for TLF occupied in the old and new PDSs. Conditions and requirements for payment of TLE are identified in the JFTR, Volume 1, Chapter 5, Part H.

**5.11. Overseas Housing Allowance (OHA).** OHA is authorized for members who live in private housing at their overseas duty station to help offset housing costs to include rent, utility and recurring maintenance expenses, and the MIHA (paid on a one-time basis). The UH Manager completes DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report* and forwards to the FSO as required. Conditions for payment of OHA are identified in the JFTR, Volume 1, Chapter 10.

**5.12. Moving-In Housing Allowance (MIHA).** In applicable overseas areas, MIHA is authorized for members to help defray move-in costs associated with residing in privately leased quarters covered under OHA (one-time payment). Conditions for payment of MIHA are identified in the JFTR, Volume 1, Appendix N.

**5.13. Housekeeping and Custodial Services.** All members assigned quarters are responsible for ensuring individual rooms and common areas meet local cleaning standards. Lodging offices may elect to provide this service to members assigned UOQs or UNCOQs for a fee. The UH Management Section should work with lodging to establish a written agreement to meet

minimum cleanliness standards and a service charge that is set at the lowest possible rate to cover direct costs and a fair share of the lodging administrative and other indirect costs. Members should work directly with the lodging office to establish the service. Commanders may make housekeeping service or custodial service a mandatory condition for personnel voluntarily occupying UNCOQs or UOQs.

**5.14. Daily Operations.** An UH Operations PE is established to identify funding requirements for UH management (xx679). This PE covers requirements associated with the UH assignments, terminations, surveys, utilization and inspections. It excludes any administrative costs associated with the management of furnishings operation and all requirements funded under Facility Operations (FO), Sustainment, Restoration and Modernization of facilities [e.g., facility project improvements, military construction (MILCON), etc.]. The UH Management Section Chief includes the following in the budget:

5.14.1. Military and civilian personnel cost for full-time UH Managers.

5.14.2. Training/TDY funding requirements for UH Managers.

5.14.3. Furnishings and appliance (new and replacement) costs for UH management offices, permanent party, technical training and recruit facilities.

5.14.4. Supplies and equipment for the UH Management Section and permanent party facilities only (use training funds for this purpose for student dormitories at Goodfellow, Keesler, Lackland, Maxwell, Vance, Columbus, Laughlin, Randolph and Sheppard.).

5.14.4.1. The UH Management Section purchases all UH supplies to include initial issue and replacement linens. Government-owned supply items such as toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items should be made available for individual resident use. Also, ensure cleaning supplies are available to maintain common areas, (i.e., light bulbs, window cleaner, paper towels, vacuum cleaners, wax and furniture polish). Provide tenant units dormitory supply support consistent with the host dormitories.

## **5.15. Information Collection, Records and Forms:**

5.15.1. **Information Collections.** No information collections are accomplished by this publication.

5.15.2. **Records.** The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

## **5.15.2. Prescribed and Adopted Forms.**

### **5.15.2.1. Prescribed Forms.**

AF IMT 150, *Drayage/Storage Authorization - Government Quarters*

AF IMT 228, *Furnishings Custody Receipt and Condition Report*

**5.15.2.2. Adopted Forms.**

*AF IMT 594, Application and Authorization to Start, Stop or Change Basic Allowance for Housing (BAH) or Dependency Redetermination*

*AF Form 673, Air Force Publication/Form Action Request*

*AF IMT 847, Recommendation for Change of Publication*

*AF Form 1219, BCE Multi-Craft Job Order*

*AF IMT 1373, MPO Document Control Log-Transmittal*

*DD Form 2367, Individual Overseas Housing Allowance (OHA) Report*

KEVIN J. SULLIVAN, Lt Gen, USAF  
DCS/Logistics, Installation & Mission Support

**(MILDENHALL)**

CHRISTOPHER J. KULAS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

5 U.S.C. § 552a, *The Privacy Act of 1974*

5 U.S.C. § 5911, *Quarters and Facilities*

37 U.S.C. § 401, *Pay & Allowances of the Uniformed Services*

10 U.S.C. § 8013, *Secretary of the Air Force*

10 U.S.C. § 2775, *Liability of Members Assigned to Military Housing*

*Comptroller General Decision B187833*

OMB Circular A-45, *Policy Governing Charges for Rental Quarters and Related Facilities*

DoD 1400.6-D, *DoD Civilian Employees in Overseas Areas*, 15 February 1980

DoD 1400.25-M, *Department of Defense Civilian Personnel Manual (CPM)*, 1 December 1996

DoD 4165.63-M, *DoD Housing Management*, 30 September 1993 (Under Revision)

DoD 5154.29, *DoD Pay and Allowances Policy and Procedures*, 9 March 1993

DoD 5230.20-D, *Visits and Assignments of Foreign Nationals*, 22 June 2005

DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*, (Date varies by volume)

DoD FMR, Volume 7A, Appendix C - 260301C, March 2005

DoD FMR, Volume 10, Chapter 12 – 1200205M, December 2005

AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, 16 June 2004 (IC 2007-01 incorporated 15 August 2007)

AFPD 32-60, *Housing*, 16 September 2005

AFH 32-1084, *Facility Requirements*, 1 September 1996

AFI 25-201, *Support Agreements Procedures*, 1 May 2005

AFI 32-1001, *Operations Management*, 1 September 2005

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6004, *Furnishings Management*, 3 March 2006

AFI 32-9001, *Acquisition of Real Property*, 27 July 1994

AFI 32-9002, *Use of Real Property Facilities*, 22 November 1992

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997

AFI 32-9004, *Disposal of Real Property*, 21 July 1994

AFI 32-9005, *Real Property Accountability and Reporting*, 30 September 1994

AFI 33-332, *Privacy Act Program*, 29 January 2004

*AFI 34-244, Disposition of Personal Property and Effects, 2 March 2001*

*AFI 36-2110, Assignments, 20 April 2005*

*AFI 40-102, Tobacco Use in Air Force, 3 June 2002*

*AFMAN 23-220, Reports of Survey for Air Force Property, 1 July 1996*

*AFMAN 33-363, Management of Records, 1 March 2008*

*Air Force Dormitory Master Plan*

*Joint Federal Travel Regulation (JFTR)*

*Air Force Unaccompanied Housing Design Guide*

### ***Abbreviations and Acronyms***

**ACES**—HM—Automated Civil Engineer System—Housing Management

**AF/A7C**—Air Force Civil Engineer

**AF/A7CA**—Office of The Civil Engineer, Asset Management and Operations Division

**AF/A7CAH**—Office of The Civil Engineer, Asset Management and Operations Division, Housing Management Branch

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**APF**—Appropriated Funds

**ARC**—American Red Cross

**AWOL**—absent without leave

**BAH**—Basic Allowance for Housing

**BAH**—DIFF—BAH differential

**BCE**—Base Civil Engineer

**BMT**—Basic Military Trainee

**CES**—Civil Engineer Squadron

**CCM**—Command Chief Master Sergeant

**COM**—change of occupancy maintenance

**CONUS**—Continental United States

**CPO**—Civilian Personnel Office  
**CQ**—Charge of Quarters  
**CSAF**—Chief of Staff of the Air Force  
**DD**—Department of Defense (as used on forms)  
**DLA**—Dislocation Allowance  
**DMP**—Dormitory Master Plan  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**FH**—family housing  
**FMO**—Furnishings Management Office  
**FO**—Facility Operations  
**FOA**—Field Operating Agency  
**FP**—force protection  
**FSO**—Financial Services Office (or Officer)  
**HHG**—household goods  
**HRMA**—Housing Requirements and Market Analysis  
**IAW**—in accordance with  
**IMT**—Information Management Tool  
**JFTR**—Joint Federal Travel Regulations (Military)  
**JQS**—Job Qualification Standard  
**K&E**—key and essential  
**LQA**—Living Quarters Allowance  
**M&R**—maintenance and repair  
**MAJCOM**—major command  
**MIHA**—Moving-In Housing Allowance  
**MILCON**—Military Construction  
**NAF**—Nonappropriated Funds  
**NCO**—Noncommissioned Officer  
**NTS**—nontemporary storage  
**O&M**—operation and maintenance  
**OCONUS**—Outside the Continental United States  
**OHA**—Overseas Housing Allowance

**OPR**—office of primary responsibility  
**OSI**—Office of Special Investigation  
**OTS**—Officer Training School  
**PCS**—permanent change of station  
**PDLA**—Partial Dislocation Allowance  
**PDS**—permanent duty station  
**PE**—Program Element  
**QIC**—Quarters Improvement Committee  
**QIP**—Quarters Improvement Plan  
**QoL**—Quality of Life  
**RDS**—Records Disposition Schedule  
**RH&T**—recruit housing and training  
**RI**—reporting identifier  
**ROS**—report of survey  
**ROTC**—Reserve Officer Training Corps  
**SAF/IEI**—Deputy Assistant Secretary of the Air Force, Installations  
**SAT**—Security Assistance Training (Personnel)  
**SECAF**—Secretary of the Air Force  
**TDY**—temporary duty  
**TLA**—Temporary Lodging Allowance  
**TLE**—Temporary Lodging Expense  
**TLF**—Temporary Lodging Facility  
**UCMJ**—Uniform Code of Military Justice  
**UH**—unaccompanied housing  
**UHO**—unaccompanied housing operation  
**UNCOQ**—Unaccompanied Noncommissioned Officer Quarters  
**UOQ**—Unaccompanied Officer Quarters  
**U.S.C.**—United States Code  
**VQ**—visitor quarters  
**YOS**—years of service

***Terms***

**Abuse**—Deliberate unauthorized use of government property or willful misconduct (damage).

**Air Force Dormitory Master Plan (DMP)**—Air Force-wide analysis of UH leading to a comprehensive investment plan for programming future year UH projects.

**Airmen Dormitory Leader**—Military or civilian employee who manages the day-to-day operations of permanent party unaccompanied housing facilities, with duties that include facility management, developing and managing budgets and program financials, mentoring residents, and assessing good order and advising commanders as appropriate. Typically, possesses Special Duty Identifier (SDI) 8H000, *Airmen Dormitory Leader*. See Air Force Enlisted Classification Directory for full duties & responsibilities and special duty qualifications and the Air Force Job Qualification Standard for job proficiency standards.

**Basic Allowance for Housing (BAH)**—Housing allowance entitled to military members by law according to pay grade and geographical location, categorized as follows:

**Job Qualification Standard (JQS) (8H000)**—Record of tasks knowledge, technical references, proficiency codes used to indicate training information and certification for on-the-job training.

**With Dependent Rate.**—An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.

**Without Dependent Rate.**—An allowance given members without dependents to defray the cost of housing when government quarters are not available.

**Partial Rate.**—An allowance given to members without dependents who are assigned to single type quarters and is otherwise not entitled to receive a BAH are entitled to partial BAH at the rates provided on <https://secureapp2.hqda.pentagon.mil/perdiem/>.

**Differential (BAH DIFF) Rate**—. Beginning 1 January 2006, member paying child support for dependents living elsewhere receives BAH at the with-dependent rate. Single members who pay child support and reside in UH continue to receive the difference between BAH at the with-dependent and without-dependent rate (BAH-DIFF).

**Change in Use**—Permanent changes in use of government facilities that change the category code on real property inventory. Temporary changes in use are changes for less than 3 years, but that do not change the category code on real property inventory.

**Civilian Employee**—US civilian federal employee paid from DoD APF or Nonappropriated Funds (NAF).

**Commuting Distance**— Distance from the installation that can normally be traveled by a person during rush hour traffic (one way) in either 60 minutes or 20 miles or within other limits to satisfy mission requirements.

**CONUS (Continental United States)**—Designation for locations within the 48 contiguous states and the District of Columbia.

**Dependent**—With respect to a member of a uniformed service, includes: (NOTE: No person entitled to basic pay under 37 U.S.C. § 401 may be considered a dependent at any time for allowance purposes.).

The spouse of the member.

An unmarried child of the member who is:

Under 21 years of age.



Incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support.

Under 23 years of age, enrolled in a full time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this subparagraph and is, in fact, dependent on the member for more than one-half of the child's support.

A parent of the member if:

The parent is in fact dependent on the member for more than one half of the parent's support.

The parent has been so dependent over a period prescribed by the Secretary concerned or became so dependent due to a change of circumstances arising after the member entered on active duty.

The dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations by the Secretary concerned.

Explanatory Definitions of Dependent:

The term "child" means:

A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood).

An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption.

An illegitimate child of the member if the member's parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned.

The term "parent" means:

A natural parent of the member.

A stepparent of the member.

A parent of the member by adoption.

A parent, stepparent or adopted parent of the spouse of the member.

Any other person, including a former stepparent, who has stood in *loco parentis* (in the place of a parent) to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

**Dislocation Allowance (DLA)**—An amount of money equal to 2 months BAH at the rate set for a member's grade and family member status. Authorized when a member is not assigned to government quarters for a period NTE 60 days.

**Diversion**—Temporary use of government facilities for other than designated use that does not change category code on real property inventory (e.g. temporary change of a FH unit to a UH unit to accommodate a pregnant member before the birth of her child, without removing the unit from real property records).

**Dormitory**—UH facility constructed and designated for use by permanent party E1-E3 and E4s with less than 3 YOS.

**Dorms-4-Airmen**—UH facility configuration that provides a module with four separate living/bedroom areas with private bathrooms and a shared area that include socialization, kitchen, laundry and utility space.

**Eligible Civilian Employee**—Includes:

**a. CONUS.**—A US civilian incumbent of a designated K&E position required to reside on the installation as a condition of employment.

**b. OCONUS.**—A US civilian employee recruited from CONUS on a transportation agreement (or recruited locally under an employment agreement) entitled to travel or return to CONUS at government expense and is (1) authorized to be assigned to UH according to Chapter 4 and (2) authorized civilian LQA or NAF employee authorized housing.

**Excess Housing**—Adequate housing that is within established HRMA requirements but is not immediately needed (no one is on waiting list) for personnel assigned or attached to the installation for housing support.

**First Sergeant Rooms**—Designated permanent party UH rooms, diverted for use by first sergeants or squadron commanders to provide temporary accommodations to a member involved in extraordinary situations (such as domestic altercations) for a total period NTE 72 hours.

**Foreign Exchange Personnel**—Military or civilian official of a foreign government (DoD equivalent) assigned to a DoD component IAW the terms of an exchange agreement who perform official duties for the DoD component (DoD 5230.20-D, Visits and Assignments of Foreign Nationals).

**Foreign Military Personnel**—Non-U.S. military personnel assigned to a tour of duty to a U.S. Government installation or unit.

**Foreign Military Trainee**—Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Trainee and similar Security Assistance Trainee Programs.

**Furnishings Management Program**—Furnishings management program provides appropriated funded furniture and appliances for dormitories, UNCOQs and UOQs.

**Government Quarters**—FH and UH units that DoD owns, leases, obtains by permit or otherwise acquires.

**Gross Negligence**—Extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered and is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequence of that act.

**Hardship**—Unique and unusual circumstances that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

**Hospitality Rooms**—Permanent party UH rooms, diverted for use as temporary accommodations for unaccompanied eligible personnel arriving and departing the installation during non-duty hours.

**Inadequate Quarters**—Quarters that do not meet minimum adequacy standards.

**Installation Commander**—Senior commander at an installation responsible for all housing at the installation, referred to herein as the “Commander.”

**Involuntarily Separated Personnel**—Service member who has family members but qualifies for occupancy of UH because either or both of the following apply: FH is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in CONUS, Alaska, or Hawaii where dependents are not authorized or delayed arrival of dependents is required.

**Job Qualification Standard (JQS) (9D000)**—Record of tasks knowledge, technical references, proficiency codes used to indicate training information and certification for on-the-job training.

**Key and Essential (K&E) Personnel**—Military and civilian personnel required by the Commander to reside on the installation because of military necessity and operational considerations.

**Liability**—Responsible or answerable for the loss, damage or destruction of government property.

**Living Quarters Allowance (LQA)**—Allowance paid to eligible civilian employees for allowable costs of off-base quarters in overseas areas when adequate government quarters are not assigned or made available.

**Lodging**—Temporary Visitor Quarters (VQ) for travelers, which includes Visiting Officer Quarters, Visiting Airmen Quarters and TLF.

**Military Necessity**—Military considerations that, in the judgment of the Commander, require an individual to live in government-owned or controlled quarters for completion of essential duties that cannot be deferred or scheduled for normal duty hours. When military necessity is invoked by the Commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity must be specified. Conservation of BAH or other funds is not a basis for a determination of military necessity.

**Moving in housing allowance (MIHA)**—Allowance in applicable overseas areas to help members defray move-in costs associated with residing in privately leased quarters covered under OHA.

**Negligence**—Failure to act as a reasonably prudent person would act under similar circumstances. Failure to comply with existing laws or regulations may be considered as evidence of negligence.

**Non foreign OCONUS**—The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam and U.S. territories and possessions.

**Overseas Continental United States (OCONUS)**—Locations outside CONUS.

**Overseas Housing Allowance (OHA)**—Allowance in addition to BAH for members who live in private housing at their overseas duty station (except for Alaska and Hawaii) to help offset housing costs to include rent, utility and recurring maintenance expenses and MIHA.

**Pipeline Dormitory**—A facility specifically constructed and designated for use by non-prior service members attending technical training school (Category Code 721-313).

**Pipeline Student**—Synonymous with Non-Prior Service (NPS) student.

**Permanent Change of Station (PCS)**—Relocation due to change in duty station.

**Permanent Duty Station (PDS)**—Location of official permanent duty assignment.

**Permanent Party Personnel**—Personnel assigned or attached to an installation in a PCS status.

**Report of Survey (ROS)**—Official report of facts and circumstances supporting an assessment of financial liability for the loss damage, or destruction of Air Force-controlled property. It serves as the basis for a government claim for restitution for the loss or damage against a person, state, territory or activity.

**Recruit Housing and Training (RH&T)**—UH facility designed and constructed for use by BMTs during their basic indoctrination into the Air Force.

**Seniority**—Relative position of members, based on grade, date of rank, length of service and date of birth.

**Space Available**—Designation for unmarried E-4s with 3 YOS and above personnel (including officers) and unaccompanied personnel (including officers) who are voluntarily separated. UH is not programmed for this category; however, excess rooms may be assigned to space available individuals on a voluntary basis.

**Space Required**—Designation for unaccompanied personnel in grades E-1-E-3 and E-4 with less than 3 YOS, unaccompanied members in all grades considered Priority 1, unaccompanied members in all grades assigned to dependent restricted area and E4s with more than 3 YOS and above (includes officers) who have been approved as part of the requirements in a constrained housing location. UH is programmed to house all space-required personnel on base.

**Surplus UH**—UH in excess of the requirements as defined by the HRMA.

**Technical Training Student**—Members who have completed BMT, are enrolled in primary AFSC award training or follow-on specialized training and have not reported to their first PDS.

**Temporary Lodging Allowance (TLA)**—Allowance for members in PCS status in OCONUS to partially reimburse for more than normal expenses associated with residing in TLF.

**Temporary Living Expense (TLE)**—Allowance for members to partially offset the added living expenses incurred within CONUS when it is necessary for the member and/or dependents to occupy TLF due to PCS.

**Unaccompanied Housing (UH)**—Housing assets (owned or leased) constructed or designated for use by unaccompanied permanent party personnel, including dormitories, UNCOQs and UOQs.

**Unaccompanied Housing (UH) Section Chief**—Military or civilian member who is identified as the senior UH Manager responsible for all UH management activities within the UH Management Section.

**Unaccompanied Housing (UH) Manager**—Military and civilian personnel who perform all tasks associated with the management of UH.

**Unaccompanied Housing (UH) Superintendent**—Synonymous with UH Management Section Chief.

**Unaccompanied Noncommissioned Officer Quarters (UNCOQ)**—Housing assets (owned or leased) designated for use by permanent party unaccompanied personnel, E-4 with 3 YOS through E-9.

**Unaccompanied Officer Quarters (UOQ)**—Housing assets (owned or leased) designated for use by permanent party unaccompanied personnel, O-1 through O-10.

**Unaccompanied Personnel**—Unmarried military member not authorized with-dependent BAH; member married to another military member, with no dependent, and *not* assigned to the same or adjacent installation (within the local commuting area); and married personnel authorized with-dependent BAH but voluntarily separated (includes unaccompanied civilians).

**Unit**—Synonymous with squadron.

**Unit Integrity**—Concept of designating rooms in the same dormitory facility, on the same wing or floor and grouped together in a facility for the exclusive use of a specific squadron. In instances where space is not available in one dormitory for an individual squadron, the additional required rooms must be grouped together in the nearest dormitory possible.

**Voluntarily Separated**—Member, for whom FH would otherwise be programmable, elected for any reason not to be accompanied by dependents.

**Willful Misconduct**—Intentional damage, destruction or loss of government property.

**Attachment 1 (MILDENHALL)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI32-6004, *Furnishings Management*, 3 March 2006

AFI 32-6005, *Unaccompanied Housing Management*, 2 August 2010

USAFE Supplement to AFI32-6004, *Furnishings Management*, 4 January 2007

***Adopted Forms:***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 228, *Furnishings Custody Receipt and Condition Report*, 1 November 2000

AF Form 1297, *Temporary Issue Receipt*, 1 July 1987

***Abbreviations and Acronyms***

**ADL**—Airman Dorm Leader

**HVAC**—Heating, Ventilation, & Air Conditioning

**MAJCOM**—Major Command

**MOT**—Ministry of Transportation

**NCOIC**—Non-Commissioned Officer in Charge

**SFS**—Security Forces Squadron

**SORN**—Statutory Off-Road Notification

**UHO**—Unaccompanied Housing Office

**UL**—Underwriters Laboratories, Inc.

**Attachment 2****INSTRUCTIONS FOR COMPLETING UNACCOMPANIED QUARTERS  
ASSIGNMENT AND TERMINATION RECORD (ACES-GENERATED)****A2.1. General:**

A2.1.1. Purpose. This form consolidates and standardizes actions about the assignment and termination of UH, BAH and DLA entitlements, informs members of quarters availability and the required coordination when obtaining off-base housing.

A2.1.2. The UH Management Section retains the signed ACES-generated Unaccompanied Quarters Assignment-Termination Record for dormitories, UOQs and UNCOQs from assignment date until 1 year after the member terminates quarters.

**A2.2. Section I - Personal Data:**

A2.2.1. Name of member. Self-explanatory.

A2.2.2. Grade of member. E4 with less than 3 YOS; E3, etc.

A2.2.3. SSN. Self-explanatory.

A2.2.4. Organization. Member's current organization.

A2.2.5. Station. Member's current duty station.

A2.2.6. Male/Female. Self-explanatory.

A2.2.7. Smoker. Self-explanatory.

A2.2.8. Date of Birth. Self-explanatory.

A2.2.9. Martial Status. Married, Single, Divorced.

A2.2.10. Date of Enlistment. Date member entered the military.

A2.2.11. Date of Rank. Effective date of member's current grade.

**A2.3. Section II – Assignment Priority**

A2.3.1. Priority 1, 2, 3, 4. The priority for which member is assigned UH.

**A2.4. Section III – Quarters Assignment/Termination**

A2.4.1. Building #. Self-explanatory.

A2.4.2. Room #. Self-explanatory.

A2.4.3. Assignment Date. Date member is assigned a room.

A2.4.4. Termination Date. Date member is terminating occupancy of assigned room.

#### **A2.5. Section IV – Reason for Termination from UH**

A2.5.1. E4s over 3 YOS. E4s with over 3 YOS are longer authorized space as a Priority 2.

A2.5.2. New arrival – E4s within 60 days of 3 YOS. E4s within 60 days of being over 3 YOS are not required to reside on base.

A2.5.3. Intended marriage date. The date member intends to marry (basis for BAH authorization).

A2.5.3.1. Marriage certificate due date (90 days). The date member must provide the UH Management Section the marriage certificate to validate the marriage occurred.

A2.5.4. Hardship - reason: The reason for the member's termination.

A2.5.4.1. Effective date of termination based on hardship approval.

A2.5.5. Separation from Service, effective date. Self-explanatory.

A2.5.6. PCS-effective date. Self-explanatory.

A2.5.7. Pregnancy – due date. Member may be authorized to terminate occupancy due to pending birth of child. Base authorizations on medical documentation providing due date.

A2.5.7.1. Birth certificate due date (30 days). This is the date member is required to bring the birth certificate to The UH Management Section to validate continued authorization.

A2.5.8. Gain of dependent – documentation provided. Self-explanatory.

A2.5.9. Direct to reside off base – reason. Member is directed to move off base.

A2.5.9.1. Effective date member is required to terminate assignment.

A2.5.10. Voluntarily relocating to community (E4 over 3 YOS). Member is residing as space available and voluntarily terminating assignment.

A2.5.11. Room-to-room move (Directed). Member is directed to move from one room to another.

A2.5.12. Room-to-room move (Voluntary). Member is authorized to move from one room to another.

A2.5.13. Move to community. Member is authorized to reside off base.

A2.5.14. Move to confinement. Member is required to move into confinement.



**A2.6. Section V – Reason for Assignment to UH**

A2.6.1. New arrival (E4 with less than 3 YOS). Self-explanatory.

A2.6.2. Directed to reside on base, reason. Member is directed to be assigned UH.

A2.6.2.1. Effective date member is required to be assigned space.

A2.6.3. Available space. Member is being assigned UH based on space being available.

A2.6.4. Hardship – reason. Member is authorized assignment based on a hardship reason.

A2.6.4.1. Effective date. Self-explanatory.

A2.6.5. Room-to-room move. Member is authorized/directed to relocate from room to room.

A2.6.6. From confinement. Member assigned UH who previously was in confinement.

**A2.7. Section VI – Reason for Release from UH**

A2.7.1. Reside off base with entitlements, the base-wide utilization rate is equal to or exceeds 95 percent. Member is authorized to reside off base with the appropriate allowances.

A2.7.2. Reside off base without entitlement. Member is authorized to reside off base without entitlements.

A2.7.3. Reside off base with entitlements pending marriage or birth of child. Member is authorized to reside off base with entitlements up to 60 days in advance of a pending marriage or birth of child.

**A2.8. Section VII – Dislocation Allowance. Member was not nor will be assigned quarters.**

**A2.9. Section VIII – FMO (overseas only). Member who is authorized to reside off base at overseas locations is required to report to FMO for off-base furnishings support.**

**A2.10. Section IX – Endorsement/Acknowledgement**

A2.10.1. Unit/First Sergeant Concurrence - Self-explanatory. Per this AFI and locally established procedure, the squadron commander or the first sergeant must acknowledge/endorsement certain assignment or terminations from UH.

A2.10.2. Individual Acknowledgement - Self-explanatory. Required for all actions.

A2.10.3. UH Certifying Official - Self-explanatory. Required for all actions.

## Attachment 3

**UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS CHECKLIST  
(SAMPLE)**

**A3.1. General.** UH residents are responsible for ensuring assigned quarters meet cleaning standards as established by the installation at the time of termination. The UH Manager may reduce or delete requirements due to scheduled M&R to avoid unnecessary cleaning.

**A3.2. Standard.** The following UH standards checklist is a sample of items usually inspected:

**Table A3.1. Unaccompanied Housing (UH) Cleaning Standards – Checklist.**

<b>UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS - CHECKLIST</b>		
General Statement: A UH resident is responsible to clean his or her room prior to out-processing the installation or before BAH is authorized.	Cleaning Standard: All items must be cleaned to include removal of dirt, debris, mold, mildew, stains, soap scum, sticky residue and dust. Floor/ground surfaces must be free of heel marks, swept, mopped, vacuumed and shampooed as required. Glass areas must be free of streaks. Furniture must be cleaned and polished. Drawers in furniture and cabinetry must be emptied and cleaned. Walls and ceilings must be free of marks and cobwebs. Appliances must be free of food particles, grease and mildew to include the interior, exterior, top and bottom. NOTE: INCLUDE BASE INFO FOR DRAPERIES, COMFORTERS, UPHOLSTERED FURNITURE	Pass/ Fail
Exterior	Exterior Area Around Room, Front Door, Edge of Porch/Balcony or Center of Hallway	
Windows	Windows - Exterior and Interior	
	Window Screens	
	Window Tracks and Sills	
	Windows Blinds/Rods	
Furnishings	Draperies, Comforter	
	Furniture (including Upholstered Furniture) Items, Mattress	
	Lamps, Lampshades	
Floors	Carpeting	
	Tile	
	Baseboards	
	Thresholds	
Walls/Ceiling	Light Fixtures (including Globes) with Working Bulbs	
	Ceiling Fan (including Blades)	

	Walls, Ceilings, Doors, Door Jambs	
	HVAC Equipment, Vents, Returns	
Bathroom	Toilet, Toilet Tanks	
	Sink	
	Shower/Tub (including Shower Doors)	
	Vanity, Countertop, Medicine Cabinet, Mirror	
	Soap Dish, Toothbrush Holder, Towel Holder, Toilet Paper Holder	
Kitchen	Refrigerator/Freezer	
	Range, Range Hood, Drips Pans, Vents, Fans, Oven Racks and Broiler	
	Microwave	
	Dishwasher	
	Countertop, Sink, Garbage Disposal, Splash Plate	
	Cabinetry	
Miscellaneous Areas	Closets or Wardrobes	
	Trash Cans	
	Bulk Storage Area	
	Light Switches, Outlets	
	Keys	

## Attachment 4

**CHANGE OF OCCUPANCY MAINTENANCE (COM) CHECKLIST (SAMPLE)**

**A4.1. General.** The Air Force is responsible for ensuring assigned quarters are acceptable for occupancy by military members. Repairs should be accomplished during change of occupancy in preparation for a new resident. The UH Manager identifies work requirements to the proper agency for repair.

**A4.2. Standard.** The following COM checklist is a sample of items usually identified:

**Table A4.1. Change of Occupancy (COM) Checklist.**

<b>CHANGE OF OCCUPANCY CHECKLIST</b>	
Entrance/Exterior	Full/Partial Paint
	Repair/Replace Door, Frame
	Adjust/Repair/Replace Door Closer, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace Peep Hole
	Adjust/Replace Weather Stripping
	Repair/Replace Name Holders
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Blinds/Rods/Draperies
	Repair/Replace Window Screen/Window Locks /Track
Bathroom	Adjust/Replace Toilet Flush Valve
	Repair/Replace Toilet Seat
	Tighten/Recaulk Toilet Base
	Adjust/Repair/Replace Vanity Door
	Recaulk/Repair/Replace Vanity Top
	Repair/Replace Towel Rack
	Repair/Replace Toilet Paper Holder
	Repair/Replace Bathroom Door
	Repair/Replace Bathroom Door Stops, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace Vanity Sink
	Repair/Replace Vanity Faucet
	Repair/Replace Vanity Sink Stopper
	Repair/Replace Exhaust Fan
	Repair/Replace Shower Doors/Rod/Curtains

	Repair/Replace Showerhead
	Repair/Replace Light Fixture
	Repair/Replace Medicine Cabinet
	Repair/Replace Blinds/Rod
	RegROUT Bath Tiles
	Replace/RegROUT Ceramic Floor Tiles/Vinyl
	Repair 110 Outlet/GFI
	Repair/Replace/Paint Baseboards
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Full/Partial Paint
Kitchen	Full/Partial Paint
	Repair/Replace Kitchen Door
	Repair/Replace Kitchen Door Stop, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace/Paint Baseboards
	Repair 110 Outlet/GFI
	Repair/Replace Counter Top
	Recaulk Counter Top
	Repair/Replace Sink Faucet
	Repair/Replace Sink Stopper
	Repair/Replace Paper Towel Holder
	Adjust/Repair/Replace Cabinet Doors
	Repair/Replace Light Fixture
	Replace Light Bulb
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Replace Vinyl/Ceramic Floor Tiles
	Adjust/Repair/Replace Refrigerator/Bulb
	Adjust/Repair/Replace Range/Drip Pans/Racks
	Adjust/Repair/Replace Range hood Vent/Fan/Light/Filter
	Adjust/Repair/Replace Microwave
	Adjust/Repair/Replace Washer
	Adjust/Repair/Replace Dryer/Dryer Vent

	Adjust/Repair Garbage Disposal
Sleeping Room	Full/Partial Paint
	Repair/Replace/Paint Baseboards
	Repair/Replace Ceiling Fan
	Repair/Replace Light Fixture
	Repair 110 outlets/GFI
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Repair/Replace Sleeping Room Doors
	Repair/Replace Sleeping Room Door Stops, Locking Mechanism, Door Jambs, Threshold
	Adjust/Repair Closet Door
	Adjust/Repair/Replace Closet Door Lock
	Adjust/Repair/Replace Closet Rod
	Replace Carpeting/Vinyl/Ceramic Floor Tiles
	Repair/Replace Blinds/Rods

## Attachment 5

**BAY ORDERLY CHECKLIST (SAMPLE)**

**A5.1. General.** The UH Management Section Chiefs are responsible for managing a bay orderly program that ensures UH campus common areas are maintained to a cleanliness standard consistent with local policy. Bay orderly program is comprised of residents detailed by individual units to perform required duties.

**A5.2. Standard.** Use the following sample cleanliness standard checklist for Bay Orderly duties:

**Table A5.1. Bay Orderly Checklist (Sample).**

<b>BAY ORDERLY DUTIES</b>	<b>DETAIL LEADER:</b>	<b>DAY:</b>
<b>EXTERIOR</b>	<b>DORM #</b>	
Collect trash and debris from all parking lots surrounding the dorms		
Collect trash and debris in a 100 yard radius surrounding your building		
Collect trash and debris in dumpster containment areas		
Collect trash and debris from the gazebos		
Sweep dumpster containment areas		
Sweep exterior stairwells ensuring trash, debris and/or cigarette butts are removed		
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed		
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed		
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed		
Remove spider webs from exterior stairwells, balconies and gazebos		
Empty all trash receptacles to include gazebos and replace trash liners		
Remove trash and debris then sweep bike storage areas		
<b>DAY ROOM/WEIGHT ROOMS</b>	<b>DORM #</b>	
Collect and dispose of all litter and debris		
Empty all trash receptacles and replace liners		
Clean windows, interior and exterior		
Clean wall surfaces		
Inspect for and remove all spider webs		
Clean, polish, dust and straighten all furniture and equipment (vacuum as needed)		
Sweep and mop or vacuum the floors as applicable to type of floor		
Clean TV		
Dust and clean all wall art		
Clean interior light fixtures, replace light bulbs as needed		
Inspect and clean vents on HVAC units, replace filters as needed		
<b>FOYER AND INTERIOR STAIRWELLS</b>	<b>DORM #</b>	
Collect and dispose of all liter and debris		
Clean windows, interior and exterior		
Sweep daily and mop as indicated, all interior stairwells		
Sweep and mop or vacuum all hallways and foyers		
Inspect for and remove all spider webs		
Clean, polish, dust and straighten all furniture (vacuum as needed)		
Clean, polish, dust and straighten display cabinets		
Clean and polish doors, interior and exterior		
Clean interior light fixtures, replace light bulbs as needed		
Clean and polish water fountain		
Inspect and clean vents on HVAC units, replace filters as needed		

Clean wall surfaces				
<b>COMMON AREA BATH ROOMS</b>	<b>DORM #</b>			
Clean and sanitize toilets				
Clean and sanitize sinks				
Clean and sanitize soap, paper towel and toilet paper dispensers				
Replace soap, paper towels and toilet paper as needed				
Inspect for and remove all spider webs				
Clean mirrors				
Clean interior light fixtures, replace light bulbs as needed				
Clean and sanitize walls				
Sweep and mop floors				
<b>UTILITY ROOMS</b>	<b>DORM #</b>			
Neatly organize cleaning supplies				
Sweep and mop floors				
Clean and sanitize sinks				
Clean walls as needed				
<b>LAUNDRY ROOMS</b>	<b>DORM #</b>			
Clean washers and dryers inside and out, report noted damage to UH management				
Remove lint from lint traps on dryers				
Dust furniture				
Sweep floors daily and mop floors as indicated				
Sweep and mop floors behind washers and dryers				
Clean wall surfaces				
Clean interior light fixtures, replace light bulbs as needed				
Clean and sanitize sinks				
Inspect and clean vents on HVAC units, replace filters as needed				
Clean windows and doors, interior and exterior				
Dust and clean all shelves and exposed pipes				
<b>KITCHENS</b>	<b>DORM #</b>			
Clean and sanitize all appliances				
Clean and sanitize sinks				
Clean and sanitize countertops and wall surfaces				
Polish cabinets				
Clean refrigerators, removing old food with guidance				
Clean interior light fixtures, replace light bulbs as needed				
Inspect and clean vents on HVAC units, replace filters as needed				
Sweep and mop floors				



## Attachment 6

**UNACCOMPANIED HOUSING (UH) ROOM CONDITION CHECKLIST (SAMPLE)**

**A6.1. General.** UH Managers and residents are responsible for ensuring the UH room is inspected upon assignment and termination and the room condition annotated in writing and acknowledge by both the residents and the UH Manager

**A6.2. Standard.****Table A6.1. Dormitory Room Condition Verification.**

<b>Dormitory Room Condition Verification</b>				
<b>Bldg. _____ Room # _____ Resident _____ Date _____</b>				
	Condition (Excellent, Good, Fair, Poor)	Type of Damage (Hole, Scratch, Gouge, Dent, etc.)	Location (Top, Bottom, Front, Back, etc.)	Remarks
<b>Room Exterior</b>				
Main Entrance Door				
Doorframe/Threshold				
Door Hardware				
Windows/Screens				
Screens				
Name Plate				
Light				
<b>Sleeping Area</b>				
Main Entrance Door				
Doorframe/Threshold				
Door Hardware				
Door to Kitchen				
Windows/Screens				
Window Coverings				
Window Treatments				
Walls				
Ceiling				
Light Fixtures/Ceiling Fans				
Receptacles				
Baseboards				
Floor Covering				
Closets				
Closet Door				

<b>Bathroom</b>				
Door, Interior				
Door, Exterior				
Vanity and Sink and Fixtures				
Medicine Cabinet/Mirror				
Toilet				
Floor				
Walls/Tile				
Shower/Bathtub				
Exhaust Fan				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Ceiling				
<b>Kitchen</b>				
Door				
Doorframe/Threshold				
Countertops				
Appliances				
Dishwasher				
Disposal				
Walls				
Ceiling				
Range Hood/Vent				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Flooring				
Baseboards				
<b>Member Signature and Date:</b>				
<b>UH Manager Signature and Date:</b>				

## Attachment 7

## UNACCOMPANIED HOUSING (UH) RESIDENT BROCHURE TEMPLATE

**A7.1. General.** Each installation should provide a UH Resident Brochure to all UH residents upon assignment to quarters.

**A7.2. Standards.** The following sample UH brochure includes recommended topics and content:

**INTRODUCTION.** Welcome (resident name) to unaccompanied housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because UH represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

**Table A7.1. Unaccompanied Housing (UH) Resident Brochure Template.**

YOUR UH MANAGEMENT TEAM			
Position	Name	Telephone	Area of Responsibility
UH Management Section Chief	MSgt John Doe	703-604-4469	Overall UH Mgt Team
UH Manager	TSgt Marv Smith	703-604-4268	1800, 1801 and 1802
UH Manager	Ms Martha Stewart	703-604-4489	1900, 1904
UH Manager	SSgt John Hulk	703-604-0989	1905, 1910
OTHER USEFUL TELEPHONE NUMBERS FOR _____ AFB			
Agency		Telephone Number	
Fire Department			
Ambulance			
Hospital Appointment Desk			
Emergency Room (Non-Emergency Calls)			
Crime Stop			
Directory Assistance			
_____ AFB Information			
Service Calls			
After Duty Service Calls			
Housing Management Office			
UH Management Section			
Transportation Management Office (TMO) In-bound			
TMO Out-bound			
Telephone Service/Repair			
Cable Service/Repair			

**GENERAL INFORMATION.** Provide the following information to assist Airmen while living on the installation.

**Personnel Changes.** Report changes to your personal information to the UH Management Section, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, etc.

**Dining Facility.** Location of the Airmen Dining Hall and the processes and documents required to use the facility.

**Rooms Inspections.** Explain the Commander's Inspection Program.

**Room Decorations.** List requirements/limitations for room decorations.

**Smoking.** Specify rules for smoking in UH rooms and on the campus.

**Vehicle Parking.** Parking locations around campus; provide map if available.

**Storage.** Available bulk storage.

**Pets.** Rules for pets in UH facilities.

**Unauthorized Items.** List unauthorized items.

**Cleaning Equipment/Supplies.** Available equipment and supplies used for cleaning rooms.

**BAH Entitlements/Waiting List.** Explain the BAH waiting list.

**Insect Control.** Discuss insect control, recommend treatment for insects particular to your area and list products available at the self-help store.

**Telephone Installation.** List local telephone service available on the installation.

**Cable TV Installation.** List local television service available on the installation.

**Internet Service.** List local internet service.

**Self Help Program.** Describe the process to accomplish self help work in assigned quarters.

## **SECTION A – Air Force RESPONSIBILITIES**

**Services.** In support of this government-owned facility, UH management will provide M&R, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas and snow removal from streets.

**Initial Inspection.** The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment.

**Maintenance and Repair (M&R).** The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, call the UH Management Section at \_\_\_\_\_. **For emergencies during nonduty hours, contact** \_\_\_\_\_.

**Service Response.** There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

Service Call	Response Time	Defined As
Emergency		Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine		Work of a routine nature that does not meet the criteria of emergency or urgent.

**Refuse Collection and Disposal.** Place your room trash and garbage in the dumpsters provided. Garbage cans (are/are not) government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. The BCE organization will dispose of dead animals found on base.

**Lockouts.** The UH Manager keeps a master key to all rooms. If locked out, contact the UH Manager in person during duty hours, 0730 – 1630. After duty hours and on weekends, call the number posted on the UH Management Section door. You are responsible for the cost of replacing lost keys. Where duplicating a key is prohibited commercially, you must reimburse the government for replacement keys at a cost of \$\_\_\_\_\_ each. Also, you will have to reimburse the government for the cost of rekeying the lock, if required. You also must pay for missing keys when you terminate your room. The UH Manager will assist you with payment procedures.

**Exterior Building and Grounds Care.** As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This may require sweeping or vacuuming the hallway or walkway around your room. The base normally maintains common areas on the campus. Residents are responsible for keeping the grounds around your facility clean; the UH Manager may require additional grounds care.

**Snow Removal.** State government responsibilities for snow removal at your base and include resident responsibility.

**Appliances.** The installation replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

**Laundry Facility (Washer and Dryer).** (Describe types of laundry facilities available and include requirements for cleaning lint filters).

**Filters.** Air-conditioning and heating filters are government furnished. Give dimensions and how to obtain filters.)

**Name Plates/Signs.** Add local policy about the type of nameplates/signs provided.

## SECTION B - RESIDENT RESPONSIBILITIES

**Social Visits.** All guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400–0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized.

**Leave or Extended TDY to include Deployments.** You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the UH Manager in writing, of your intended absence and the name of the person you designate to care for your room. At your request, your UH Manager will check on your quarters. Do not turn off your HVAC system during your absence.

**Maintenance and Repair (M&R).** Promptly notify the UH Manager, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture. **For emergencies, during after duty hours, contact** \_\_\_\_\_.

**Damages.** You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

**Repair Costs.** The following list of most commonly damaged and destroyed items is not all-inclusive, but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials: (List typical damage, repair and replacement costs for your installation and add explanatory remarks, if applicable.)

Damage	Estimated Cost	Remarks
Broken window		
Broken door lock		

**Environmental.** Include information regarding recycling to include where the recycling center is located. Provide guidance from the Environmental Flight on lead-based paint, radon and other hazards in the area, as available. Also include available information on waste, engine oils, engine coolants, car grease and other similar products; hazards of pouring these substances into plumbing, drainage system and on the ground; rules for burning leaves and refuse.

## SECTION C – CLEANING STANDARDS

**Windows.** Occupants are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to the UH Manager. For security reasons, lock windows when you leave the room.

**Kitchen.** Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Also, do not pour grease down the drain as it can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. We recommend nonadhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**Bathroom.** Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, request a new one from the UH Manager. Clean tub and shower walls periodically with a product made to clean mildew.

**Floors.** Excessive water can damage any floor. Use a quality wax remover to prevent wax build-up, paying special attention to corners and baseboards.

**Carpets.** Vacuum and shampoo carpets, as needed.

**Walls.** Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls. (Indicate items the self-help store maintains.)

**Painting.** Request prior approval from the UH Manager to paint your room.

**SECTION D – FIRE PROTECTION.** (Make sure to coordinate this section with the Fire Protection Flight.) The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions within \_\_\_\_ days after moving in.

**Fire Evacuation Plan.** A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the base fire department at telephone \_\_\_\_\_.

**Smoke Detectors.** Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). The Fire Department is responsible for inspecting smoke detectors.

#### ***FIRE REPORTING***

***In case of a fire in your room or UH facility, immediately notify the base fire department at***

***Give the fire alarm operator your name, dorm number and street***

***Do not hang up until you are sure the information has been received correctly***

***REPORT ANY FIRES, REGARDLESS OF SIZE.***

**Flammable Storage.** Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

**Barbeque Grills.** Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories; however, you may store your grill for personal outings.

**Space Heaters.** Space heaters of any type are prohibited in dormitories.

**Cooking.** Cooking in dayrooms and resident sleeping rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

**Housekeeping.** Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

**Extension Cords.** Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner.

Direct additional questions on fire prevention to the base fire department.

#### **SECTION E - SECURITY FORCES.** (Coordinate section with installation Security Forces.)

The Commander is responsible for controlling and safeguarding base property. When notified, the security forces will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces at (telephone number).

**Firearms and Fireworks.** Provide base specifics regarding firearms/weapons in UH. Fireworks are prohibited.

**Crime Stop.** For immediate response to a crime in progress, telephone (number).

#### **SECTION F—GOOD NEIGHBORS**

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

**Noise Control.** Excessive noise is the primary complaint received by the UH Managers. Many residents work shifts and sleep during the day. Please be considerate.

**Parties.** (Insert base rules.)

**Excessive stereo and television volume.** Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your room.

**Vehicle Repair Work.** To maintain the desired appearance in the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the campus area--use the hobby shop.



## SECTION G—SPECIAL CLIMATIC CONDITIONS

(Insert conditions unique to local community area. Carefully cover warning signals, natural disasters prevalent in the area and shelter information. Give complete and thorough information. The safety of our Airmen depends on it!)

## SECTION H—COMMUNITY RESIDENTIAL ACTIVITIES

**Dormitory of the Quarter.** (State rules and recognition plans unique to your base.)

**Dormitory Resident NCO, Bay Chiefs, Charge of Quarters, and Similar Programs.** (USE LOCAL TITLES). (Briefly describe plans, rules and instructions unique to the base. Use separate flyers or letters for details for each program. Issue an invitation and criteria for volunteers to fill these important jobs.)

**Dormitory Council.** (Briefly describe the dorm council activities and how one becomes a member).

**Quiet Hours.** Quiet hours are 24 hours a day, 7 days a week. There are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside your room or through the walls, it is too loud.

**Alcohol.** Underage drinking of alcoholic beverages is prohibited. (Include installation-specific rules).

**Smoking.** (AFI 40-102, *Tobacco Use in the Air Force*, covers smoking in the dormitories. Insert installation rules.)

## SECTION I—TERMINATION OF UH

**Giving Notice.** We require 30 days notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. Call or visit the UH Management Section for departure arrangements. If you notify the UH Manager promptly, they can schedule your prefinal and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Family Support or Housing Office.

**Prefinal Inspection.** This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH Manager also identifies normal maintenance and damages above normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

**Final Inspection.** This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection. If you fail your final inspection, ask the UH Manager to schedule a reinspection as soon as possible.

**Attachment 8 (Added-MILDENHALL)****DORMITORY CLEANING STANDARDS**

**A8.1. (MILDENHALL) Carpet and floors.** Clean and vacuum floors weekly. Ensure there is no dirt build-up in corners, behind doors, and under beds or other furniture.

A8.1.1. (MILDENHALL) Carpets should be shampooed when required and prior to termination of UH quarters. Residents shall coordinate with UH management for use of a carpet shampooer. *Note: Any damage to carpets by misuse, burns, etc. will be charged to the resident.*

**A8.2. (MILDENHALL) Walls.** Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage during removal. Use of small nails or “J” type hangers is authorized, but they must be removed prior to termination. Make sure door stops are in good condition to prevent wall damage. Any holes/depressions in the walls must be repaired. If holes are small, (less than 3 inches) the resident may repair them. Holes larger than 3 inches must be reported to UH management for repair. It is the resident’s responsibility to report any problems as soon as possible.

**A8.3. (MILDENHALL) Décor.** Personal decorations must be neat. Picture frames are not required. If pictures and/or posters are affixed to the walls, any damage caused must be repaired by the resident prior to room assignment termination. Failure to do so will result in liability charges against the resident for repair or replacement.

**A8.4. (MILDENHALL) Windows.** Clean interior and exterior of all windows, channels, and window sills weekly as a minimum. Report damaged or missing window screens to UH management.

**A8.5. (MILDENHALL) Doors.** Clean all doors to include frame and sills weekly as a minimum. Exterior doors must have a current name tag. Contact UH management to update name tags as needed. Room numbers, nameplates, and approved message boards will be the only items mounted on doors.

**A8.6. (MILDENHALL) Furniture.** Furniture must be clean and neatly arranged in your room. Items arranged on furnishings must be neat and clean. Lamps must be dusted weekly. Residents are responsible for all furnishings assigned to them as annotated on the AF Form 228 and will be held liable for loss or damages. In cases of furnishings in shared spaces (kitchenettes, bathrooms, etc.), both residents are responsible for the furnishings and/or appliances.

A8.6.1. (MILDENHALL) Furniture will not be stacked, placed on balconies or in hallways, or positioned in a manner that interferes with passage in or egress out of all rooms.

A8.6.2. (MILDENHALL) Government furniture will not be removed from the room for any reason without written UH management consent. Upon approval, residents must coordinate with UH management to document all furnishing changes on their AF IMT 228 or be held liable for missing furniture. Additionally, liability charges will be made against residents for any damaged caused by moving furnishings from their room.

A8.6.3. (MILDENHALL) Personal furnishings are allowed to be used in conjunction with government furniture. Personal furnishings must be in serviceable and safe condition, and they must present a neat and acceptable appearance.

**A8.7. (MILDENHALL) Linen.** Clean linen will be used to cover beds, and the beds will be neatly made. Make up beds with a bedspread or blanket, two sheets, a pillow, and pillowcase. The bedspread or blanket must cover the sheets. All linen (personal or issued) should be cleaned weekly.

**A8.8. (MILDENHALL) Kitchens/Kitchenettes.** The kitchen area must be cleaned daily to prevent bacteria growth and rodent infestation. Countertops and sinks must be cleaned with an antibacterial spray. Clean the interior and exterior of all cabinets. Clean the floor to include corners and under the appliances. Ensure the ceiling light is clean and operational. Do not place grease place into garbage disposals. Empty the garbage and recycling bins.

**A8.9. (MILDENHALL) Refrigerator.** Clean refrigerator interior weekly. Defrost the freezer once a month unless needed more frequently. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash off the metal strips on the inside of the door. Be sure that there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles, dust/dirt, mildew or mold. Dust off the wire framework in the rear of the refrigerator quarterly to improve cooling and extend the life of the unit. Clean around and under the refrigerator. Do not use a sharp instrument to chip away ice and frost. This practice may puncture the coils and may result in liability charges against the resident for repair or replacement.

**A8.10. (MILDENHALL) Microwaves.** Clean interior and exterior after each use. Microwaves must be free of mold, mildew, or food residue.

**A8.11. (MILDENHALL) Dishwashers,** if provided. Clean interior and exterior monthly as a minimum using an anti-bacterial spray. Dishwashers must be free of mold, mildew, or food residue. Water in the UK is very hard and will produce a damaging scale build-up. Residents can obtain dishwasher salt from UH management to prevent this. Failure to properly care for or maintain dishwashers will result in liability charges against the resident for repair or replacement.

**A8.12. (MILDENHALL) Stoves,** if provided. Clean interior and exterior after each using an approved oven cleaner. Stove must be free of spills on the surface or in the oven. Grease pans under burners will be cleaned to prevent fires from grease build-up or unsanitary cooking conditions. Extraction filters will be cleaned or replaced monthly. Failure to properly care for or maintain stoves will result in liability charges against the resident for repair or replacement.

**A8.13. (MILDENHALL) Bathroom.** The entire toilet/bathing area must be cared for at least weekly to prevent bacteria growth. Clean the toilet's interior and exterior with a disinfecting cleaner. Clean shower tiles, bathtub, and shower glass interior and exterior with a disinfecting cleaner. There should be no soap scum or other residue left on walls. The shower must be clean without mold or mildew stains. Ensure the ceiling light is clean and operational. The entire ceiling must be clean and have no build-up of mold/mildew. Clean the floor, to include behind the toilet and in the corners. Empty the garbage bins.

**A8.14. (MILDENHALL) Exterior.** Residents are responsible for sweeping the hallway or the ledge in front of their room. The exterior door, message board, area around message board, window, and window ledges must be cleaned weekly.

**A8.15. (MILDENHALL) Common areas.** Residents will clean common areas to include furniture and appliances after every use. Furniture will not be removed from the common areas (kitchen, dayrooms, laundry rooms, etc.). Misuse of government furniture or appliances must be reported to UH management or Security Forces immediately.

**Attachment 9 (Added-MILDENHALL)****FIRE PROTECTION**

**A9.1. (MILDENHALL) Fire Protection.** All residents are responsible for knowing and adhering to the following:

**A9.2. (MILDENHALL) Fire Reporting.** If a fire occurs in your dormitory, sound alarm and notify the Fire Department by dialing 911 immediately. Give the alarm room operator your name, dorm number, and street if known. Do not hang up until you are told to do so. All fires, no matter how small, must be reported.

**A9.3. (MILDENHALL) Fire Evacuation.** A dormitory fire evacuation plan shows both the primary and secondary egress routes in the event of a fire. Furnishings will be arranged as not to obstruct/impede entry ways to your room or adjoining rooms. It is everyone's responsibility to know the plan and practice it on a regular basis. Evacuation plans will be located on bulletin boards in each dormitory.

A9.3.1. (MILDENHALL) All occupants must evacuate the dormitory in response to a fire alarm unless advised in advanced of work or non-evacuation testing being conducted on the alarm system.

**A9.4. (MILDENHALL) Fire Briefing** UH management will conduct a detailed briefing with the occupant no later than the first duty day after their arrival.

**A9.5. (MILDENHALL) Fire Extinguishers.** Fire extinguishers are located throughout each dormitory. They are provided for combating fires, not horseplay. Residents will notify UH management of any an extinguisher that is over/under charged, or has been discharged/damaged.

**A9.6. (MILDENHALL) Smoke Detectors and other Fire Detection/Suppression Devices.** Do not remove smoke detectors for any reason. Tampering with, activating, or removing fire equipment including but not limited to pull stations, fire extinguishers, fire door self-closing mechanisms, and smoke detectors is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ).

A9.6.1. (MILDENHALL) No items will be mounted on or attached to any fire protection device, wiring, or smoke detector.

A9.6.2. (MILDENHALL) Combustible material must be kept a minimum of 18 inches from lights, radiators, appliances generating heat, and heat/smoke detecto

**A9.7. (MILDENHALL) Flammable Storage.** Flammable items will not be stored in the dormitory.

A9.7.1. (MILDENHALL) Storage of charcoal and lighter fluid will be coordinated with UH management. Residents will mark charcoal and lighter fluid with their name, room number, and date. These items will be turned in to UH management for storage in a flammable locker.

**A9.8. (MILDENHALL) Fire Rated Doors.** Fire doors and attached mechanical devices are for the occupant's protection. These doors will be kept closed at all times. Residents will not disable or destroy door closure mechanisms.

**A9.9. (MILDENHALL) Air Freshening Devices.** Electrical crock pots designed as potpourri pots are acceptable. However, they must not be left on when the room is unoccupied.

**A9.10. (MILDENHALL) Plug-in Air Fresheners.** Plug-in air fresheners are allowed to be used. However, once they are empty, they will be removed from the outlet.

**A9.11. (MILDENHALL) Barbecue Grills.** Portable grills are prohibited for use in and around the dormitories. Upon UH management approval, residents may store barbecue grills in designated storage areas. Residents will be held liable for any damages caused by the barbecue grills.

**A9.12. (MILDENHALL) Cooking Appliances.** Appliances approved for use in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens. Rice cookers and crock pots are authorized for use but only on the low setting. Approved appliances must bear an Underwriting Laboratory” (UL) certification or UK equivalent.

A9.12.1. **(MILDENHALL)** Electric grills (i.e. George Foreman grills) and toasters may be used in kitchen areas only. These appliances must be unplugged, cleaned, and stored after each use. Do not leave these or any other cooking items unattended while they are in use.

A9.12.2. **(MILDENHALL)** Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department. *Never use water – Do not attempt to move the pan.*

A9.12.3. **(MILDENHALL)** Items such as hot plates, toaster ovens, and convection ovens are not permitted for dormitory use.

A9.12.4. **(MILDENHALL)** The kitchen exhaust fan filter must be cleaned often to prevent the accumulation of grease.

**A9.13. (MILDENHALL) Electrical Outlets.** Ensure dual voltage appliances are set to match the voltage of the outlet prior to use. European style (two plugs) plugs shall not be used in 220V UK outlets without UK style adaptors.

A9.13.1. **(MILDENHALL)** Storage containers with liquid or water will not be placed on or near electrical outlets or appliances. Additionally, cleaning products will not be sprayed directly on light switches or outlets.

**A9.14. (MILDENHALL) Extension Cords.** Extension cords must be one continuous length without splices and will not be daisy chained, or used in place of permanent wiring. They will not be nailed, stapled or attached to walls, placed under floor coverings or ran through holes in walls/floors or ceilings. Cords will not run across the floor or be taped to the carpet.

A9.14.1. **(MILDENHALL)** Multiple head or “cobra head” type extension cords are not authorized nor are multi-plug adaptors.

A9.14.2. **(MILDENHALL)** Surge power strips must be used for low wattage utilities if more outlets are required.

A9.14.3. **(MILDENHALL)** Cords and surge power strips will bear UL certification or UK equivalent.

**A9.15. (MILDENHALL) Space Heaters.** Only UL approved space heaters with a tip over shutoff sensor are authorized for use under the following conditions:

A9.15.1. **(MILDENHALL)** As required by competent medical authority; this request will have to be submitted in writing by the Medical Treatment Facility, and presented to the UH Management by the resident.

A9.15.2. **(MILDENHALL)** Heating system has failed; a valid work order has been established through CE and approval has been documented in writing by UH management.

A9.15.3. **(MILDENHALL)** If used, heaters will be plugged directly into the wall and not a multi-plug adaptor or surge protector.

A9.15.4. **(MILDENHALL)** Any item found in violation will be confiscated and the occupant's first sergeant will be notified.

**Attachment 10 (Added-MILDENHALL)****SAMPLE DORM COUNCIL CHARTER****DORM \_\_\_\_ COUNCIL CHARTER****Mission Statement**

The mission of Dormitory \_\_\_\_ Council is to develop a spirit of camaraderie and esprit de corps, improve quality of life for fellow residents, instill pride in ownership, provide opportunity for responsibility and leadership roles, encourage teamwork to achieve goals, resolve resident issues at the lowest level, and elevate issues for resolution when necessary.

**Council Goals**

The goal of Dormitory \_\_\_\_ Council is to provide a forum for dormitory residents to address concerns about their living environment with a panel of peers, to establish standards for residents, develop solutions to problem areas, to establish recreational activities and identify facility and furnishing improvements.

**Elected Officials**

Council members shall elect a Dormitory Council President, Vice President, and Recorder for a 1-year term by popular vote tabulated and validated by the ranking First Sergeant and the primary Airman Dorm Leader.

**Council Membership**

All Dormitory \_\_\_\_ residents are eligible for membership in its council. Membership is strictly voluntary, but should be highly encouraged. Council dues are not allowed.

**Council Meetings**

Dormitory \_\_\_\_ shall hold monthly open meetings and invite all residents to attend. Meetings can be more frequent at the discretion of the Dormitory Council. Council officers can decide which meetings shall include dormitory advisors and which meetings are for residents only. All meetings shall be open to all dormitory residents and advertised well in advance to ensure optimum participation.

**Installation Dormitory Council Participation**

Dormitory \_\_\_\_ Council President and/or Vice President shall represent the Council at all Installation Dormitory Council meetings to air concerns and facilitate direct senior leader involvement in the dormitories.

---

Dorm Council President Signature/Date

---

First Sergeant Signature/Date



**Attachment 11 (Added-MILDENHALL)**  
**NO NOTICE ROOM INSPECTION CHECKLIST**

<b>NO NOTICE DORM ROOM INSPECTION CHECKLIST</b>	
Name/Rank:	Bldg/Room Number :
Supervisor:	Squadron/Section:
Date Inspected:	Inspector:
<b>AREAS TO BE CHECKED:</b> <i>(Check mark means item passed)</i>	
<b>Security:</b>	
<input type="checkbox"/> <b>Doors</b> (Entry, Common Area, Closet, & Bathroom)	
<input type="checkbox"/> Ensure lock and handle are functioning properly (door latch & lock fully engage)	
<input type="checkbox"/> Name tag displayed <i>(if new one is needed, notify UH Management)</i>	
<input type="checkbox"/> <b>Windows</b>	
<input type="checkbox"/> Ensure latch works and opens/closes	
<input type="checkbox"/> Ledges clean (outside & inside, no trash, dust, or debris)	
<input type="checkbox"/> Blinds/curtains hung properly	
<b>Room:</b>	
<input type="checkbox"/> <b>Bed</b>	
<input type="checkbox"/> Bed made with clean linen	
<input type="checkbox"/> <b>Furniture</b>	
<input type="checkbox"/> Clean & free of excessive dust build-up	
<input type="checkbox"/> Items displayed neatly arranged (books, CDs, DVDs, etc.)	
<input type="checkbox"/> Serviceable & not damaged <i>(refer damaged items to UH Management immediately)</i>	
<input type="checkbox"/> <b>Vanity</b>	
<input type="checkbox"/> Sink & mirror clean (no soap or water stains)	
<input type="checkbox"/> Cabinet clean & items neatly organized	
<input type="checkbox"/> <b>Carpets and Walls</b>	
<input type="checkbox"/> Carpet clean (vacuumed & shampooed if required. No trash, or other debris)	
<input type="checkbox"/> Walls clean (no marks, stains, holes, or dents)	
<input type="checkbox"/> No inappropriate pictures/posters displayed	
<input type="checkbox"/> <b>Safety</b>	
<input type="checkbox"/> Ceiling light fixtures functional; light covers installed *	
<input type="checkbox"/> Room free from fire/safety discrepancies (i.e. burnt candles)	
<input type="checkbox"/> Waste can not overflowing and free of odors/trash bag installed (no food stains inside waste can)	
<input type="checkbox"/> Bulk items (i.e. suitcases/boxes) removed to storage room <i>(See UH Management for Storage Room Access)</i>	
<input type="checkbox"/> Electrical outlets not overloaded (i.e. outlet strip connected to wall outlet full)	
<input type="checkbox"/> Fire Route - Insure that fire route is posted in bedroom <i>(See UH Management for Fire Route Sheet)</i>	
<input type="checkbox"/> <b>Other</b>	
<input type="checkbox"/> Clothing put in dresser or hanging in closet	
<input type="checkbox"/> Closet neat & free of clutter	
<input type="checkbox"/> All electronic items turned off when not used/unattended (Clocks OK)	

<b>Kitchen:</b>	
	Waste can not overflowing and free of odors/trash bag installed (no food stains inside waste can)
	Furniture clean & free of excessive dust build-up, crumbs, food, etc.
	Refrigerator cleaned & relatively free of frost; seals cleaned
	Dishes cleaned & put away in cabinets ( <i>dishes arranged neatly on table OK; none on countertops or appliances</i> )
	Sink clean (no soap or hard water stains)
	Oven & stovetop cleaned (no food or splatter stains)
	Microwave clean (no food or splatter stains)
	Dishwasher not overflowing with dirty dishes
	Countertops cleaned & free of dust, crumbs, food, etc.
	Ceiling light fixtures functional; light covers installed *
	Exhaust fan functional & cleaned ( <b><i>If fan not functioning, notify UH Management</i></b> )
	Cupboards under sink clean & organized
	Walls clean (no marks, stains, holes, or dents)
	Floor swept & mopped (to include under furniture and appliances)
<b>Bathroom:</b>	
	Walls & shower floor clean (no marks, stains, holes, dents, or soap buildup)
	Toilet & surrounding area clean (free of hard water & soap stains)
	Shower curtain/door clean (no soap or water stains)
	Sink & mirror clean (no soap or water stains)
	Soap dish clean
	Shower drain not clogged
	Floor swept & mopped (to include under furniture and appliances)
	Ceiling light fixtures functional; light covers installed *
<i>* If light covers are missing or damaged, notify UH Management</i>	
<b>Please list any other discrepancies (please see UH Management for any maintenance related issues)</b>	
<b>Overall Inspection</b>	
	<b>OUTSTANDING! (0-1 Discrepancy)</b>
	EXCELLENT- (2 Discrepancies)- Good work!
	SATISFACTORY- (3-4 Discrepancies)
	UNSATISFACTORY (5 or more discrepancies)
	<b>Room to be re-inspected on, _____ at _____. </b>
	<b>All discrepancies will be corrected before next supervisor inspection!</b>

**Attachment 12 (Added-MILDENHALL)**  
**DORMITORY EXCELLENCE PROGRAM**

**A12.1. (MILDENHALL) Dormitory Excellence Program.** The Dormitory Excellence Program recognizes dormitory residents for outstanding performance in maintenance and upkeep of dormitories, responsible residential management/involvement, and promotes excellence throughout unaccompanied housing. Quarterly awards are given for the periods January through March, April through June, July through September, and October through December.

**A12.2. (MILDENHALL) Responsibilities.**

A12.2.1. **(MILDENHALL)** The 100 ARW/CC or designated representative is the selection authority for nominated facilities.

A12.2.2. **(MILDENHALL)** The 100 ARW/CCC monitors the awards program.

A12.2.3. **(MILDENHALL)** 100 CPTS Financial Analysis Branch

A12.2.3.1. **(MILDENHALL)** Allocates funds for dormitory recognition based on dorm facility improvement proposals presented by each respective dorm council to the inspection team during the final quarterly inspection. A total amount of \$1,500 should be allocated for dispersal each quarter as deemed appropriate by the inspection team. (Fiscal Year requirement: \$6,000 - 1st Place = \$1,500 x 4 quarters).

A12.2.4. **(MILDENHALL)** UH management validates items purchased by winning units (according to applicable guidance on what is and is not a legitimate purchase) prior to any funds being expended.

A12.2.5. **(MILDENHALL)** The UH management section Chief, NCOIC, or designated representative

A12.2.5.1. **(MILDENHALL)** Manages all aspects of the program.

A12.2.5.2. **(MILDENHALL)** Maintains a continuity book.

A12.2.5.3. **(MILDENHALL)** Reviews and validates unannounced dormitory inspections results within 1 duty day of completion.

A12.2.5.4. **(MILDENHALL)** Tallies and validates announced dormitory and room inspection results with the respective inspection teams.

A12.2.5.5. **(MILDENHALL)** Coordinates monetary awards.

A12.2.5.6. **(MILDENHALL)** Coordinates the plaque presentation for the winning dormitory and winning room of the quarter at quarterly awards ceremony.

A12.2.5.7. **(MILDENHALL)** Coordinates presentation of 100 ARW/CC congratulatory letters with a 2-day pass/1-day pass for the residents of the winning/runner-up rooms respectively.

A12.2.5.8. **(MILDENHALL)** Coordinates scheduling unannounced inspections with First Sergeant Council President or designated representative.

A12.2.5.9. **(MILDENHALL)** Notifies Team Mildenhall leadership of all inspections prior to inspections being conducted.

A12.2.5.10. **(MILDENHALL)** Provides, moves, and mounts "Team Mildenhall Dorm of the Quarter" sign to signify Dorm of the Quarter winner.

A12.2.5.11. **(MILDENHALL)** Maintains administrative records for the program to include score sheets.

A12.2.5.12. **(MILDENHALL)** Coordinates final announced dorm evaluation and room inspection dates and times (April, July, October and January for final inspections).

A12.2.5.13. **(MILDENHALL)** Provides evaluation folders with inspection checklists for inspection team members. Final, announced inspection folder will include an inspection itinerary, list of all dormitory facilities, bay orderly report, and dormitory council (installation and facility) report as a minimum.

### **A12.3. (MILDENHALL) Procedures.**

A12.3.1. **(MILDENHALL)** At least two unannounced dormitory inspections will be performed during the First Sergeant's bi-weekly Dorm Patrols. One final, announced dormitory inspection, and one room inspection will be conducted quarterly.

A12.3.2. **(MILDENHALL) Unannounced Dorm Inspections.** Unannounced inspections will occur in the evaluation period's first two months (February & March, May & June, August & September, November, & December). Resident rooms will not be evaluated during unannounced inspections.

A12.3.2.1. **(MILDENHALL)** Unannounced inspection team conducts inspection following the Unannounced Inspection Guidance sheet, records results on Unannounced Inspection scoresheet, and agrees upon final rank order standings of all dormitories and sends results to UH management. All documentation must be submitted to UH management within 1-duty of unannounced inspection completion.

A12.3.3. **(MILDENHALL) Final, announced Dorm Inspection.** UH Management Section Chief, NCOIC, or designated representative coordinates final announced dorm evaluation date and time (April, July, October and January for final inspections) with the inspection team consisting of: the 100 ARW/CCC or designated representative (must be a CMSgt); a group commander or deputy group commander, and a squadron commander or designated representative.

A12.3.3.1. **(MILDENHALL)** UH Management Section Chief, NCOIC, or designated representative notifies all inspection team members, first sergeants and UH management section members of date and time of final quarterly inspection, at least 1 week prior to inspection.

A12.3.3.2. **(MILDENHALL)** Unannounced inspection results will be made available for inspection team's review upon inspection team leader's request.

A12.3.3.3. **(MILDENHALL)** Final inspection team conducts inspection following the Announced Inspection Guidance sheet records results on Announced Inspection scoresheet, and agrees upon inspection rank order standings of all dormitories. Final inspection results are compiled with unannounced inspection results to determine overall winner. In the event of a tie, the dormitory with the highest final inspection score will be declared the overall winner.

A12.3.3.4. **(MILDENHALL)** Final inspection team receives a dorm improvement proposal and quarterly initiative briefing from each dorm council's president or designated council member.

A12.3.3.5. **(MILDENHALL)** Inspection team reviews dorm improvement proposals and agrees upon monetary award distribution.

A12.3.3.6. **(MILDENHALL)** Residents identified by first sergeants and/or ADLs as contributing to their dormitory winning dorm of the quarter will receive 2-day passes.

A12.3.3.7. **(MILDENHALL)** Residents identified by first sergeants and/or ADLs as contributing to their dormitory being selected dorm of the quarter runner-up will receive 1-day passes.

A12.3.4. **(MILDENHALL) Room of the Quarter Inspection.** UH Management Section Chief, NCOIC, or designated representative establishes and coordinates room of the quarter inspections to be conducted the week prior to the final dorm inspection. Inspection team will consist of a first sergeant, a Top III member, and a 5/6 council member. Only room of the quarter nominees will be evaluated. (Random room inspections will be conducted by first sergeants prior to the inspection to determine room of the quarter nominees).

A12.3.4.1. **(MILDENHALL)** Room of the quarter inspection team conducts inspection, records results on Room of the Quarter Inspection sheet and agrees upon final rank order standings of all candidates.

A12.3.4.2. **(MILDENHALL)** Room of the quarter winner will receive a 2-day pass. Room of the quarter runner-up will receive a 1-day pass.

A12.3.4.3. **(MILDENHALL)** After approval from inspection team, UH Management Section Chief, NCOIC, or designated representative provides winner information to the 100 ARW/CCCE. The ARW/CCCE completes congratulatory 2-day & 1-day pass letters from 100 ARW/CC for room of the quarter winner/runner-up, and coordinates presentation of the quarterly plaque, congratulatory letters, at the wing quarterly awards ceremony.

#### **UNANNOUNCED DORM INSPECTION GUIDANCE SHEET**

The following criteria will be used to rate the dormitories.

##### **1. Exterior Evaluation: 10 POINTS**

a. Maintenance and Appearance. Breezeways and stairwells, & entry point, free of trash, debris and cobwebs. Window screens in place, not damaged. Entrance doors clean and in good working order. All windows clean of dust and debris. Gutters free of trash and debris. EXIT signs in place.

b. Landscaping and Yard Area. Flower and rock beds free of weeds, dead plants and debris. Landscape timbers and/or other borders are arranged and lined up. Lawn area free of trash and cigarette butts.

**2. Interior Evaluation: 10 POINTS**

- a. Common areas well organized – meets residents needs for comfort and décor. Recreation room should be arranged for comfortable television viewing or conversation pits for rooms without televisions. Furnishings are kept cleaned and trash cans empty. Hallways and corridors free of trash, debris, and cobwebs.
- b. Kitchens. Stovetops and ovens will be clean and free of spilled and burned on foods. Trash cans empty.
- c. Laundry Rooms. Washers and dryers wiped down. Lint traps clean. Dryer hoses attached to dryers and wall vent. No soap or fabric softener residue inside or on outside of washer. Floors clean and free of dryer sheets. Trash cans empty.

## UNANNOUNCED DORM INSPECTION CHECKLIST

DORM OF THE QUARTER UNANNOUNCED INSPECTION SCORESHEET		
CATEGORY		Date
DORM OF THE QUARTER		
BOARD MEMBER'S NAME:		
SCORE SCALING:		
Exterior : 10 Pts	Interior: 10 Pts	
10 Outstanding	10 Outstanding	
9.5 - 9.0 Excellent	9.5-9.0 Excellent	
8.5 - 8.0 Above Average	8.5-8.0 Satisfactory	
7.5 - 7.0 Average	7.5-7.0 Un-Satisfactory	
6.5-6.0 Below Average	6.5-6.0 Un-Satisfactory	
5.5 or below - Serious concerns	5.5 or below - Serious concerns	
DORM NUMBER	COMMENTS	
107		Score
Exterior		
Interior		
Total		
108		Score
Exterior		
Interior		
Total		
111		Score
Exterior		
Interior		
Total		
214		Score
Exterior		
Interior		
Total		
215		Score
Exterior		
Interior		
Involvement		
Total		
224		Score
Exterior		
Interior		
Total		
ADDITIONAL COMMENTS: <i>(use reverse if needed)</i>		
BOARD MEMBER'S NAME (Last, First, MI) AND GRADE		SIGNATURE
		DATE

**FINAL, ANNOUNCED DORM INSPECTION GUIDANCE SHEET**

The following criteria will be used to rate the dormitories.

**1. Exterior Evaluation: 10 POINTS**

a. Maintenance and Appearance. Breezeways and stairwells, & entry point, free of trash, debris and cobwebs. Window screens in place, not damaged. Entrance doors clean and in good working order. All windows clean of dust and debris. Gutters free of trash and debris. EXIT signs in place.

b. Landscaping and Yard Area. Flower and rock beds free of weeds, dead plants and debris. Landscape timbers and/or other borders are arranged and lined up. Lawn area free of trash and cigarette butts.

**2. Interior Evaluation: 10 POINTS**

a. Common areas well organized – meets residents needs for comfort and décor. Recreation room should be arranged for comfortable television viewing or conversation pits for rooms without televisions. Furnishings are kept cleaned and trash cans empty. Hallways and corridors free of trash, debris, and cobwebs.

b. Kitchenettes. Stovetops and ovens will be clean and free of spilled and burned on foods. Trash cans empty.

c. Laundry Rooms. Washers and dryers wiped down. Lint traps clean. Dryer hoses attached to dryers and wall vent. No soap or fabric softener residue inside or on outside of washer. Floors clean and free of dryer sheets. Trash cans empty.

**3. Resident Involvement: 10 POINTS**

a. Facility Improvement within Evaluation Quarter – Evaluate facility improvement efforts. Were any self-help projects conducted? Are there any 332s being processed? How well thought out are future plans?

b. Displayed Initiative - Receive and evaluate quarterly initiative report provided by dorm council member. What improvements have been made in the past quarter? What programs or policies have been implemented? Did the residents organize any socialization events? Is there a sense of pride and ownership?

c. Dorm council involvement. Evaluate dorm council report. Is an active dorm council in place? What have they done to get residents engaged? Were monthly meetings conducted and documented?

**4. Bay Orderly Program: 10 POINTS**

a. Evaluate Bay Orderly Report. Were bay orderlies present for duty on time? Were there dates that no bay orderly was provided? How well did UH management evaluate the bay orderlies' performance? Was the performance consistent throughout the quarter?




## ANNOUNCED DORM INSPECTION SCORESHEET

DORM OF THE QUARTER ANNOUNCED INSPECTION SCORESHEET			
CATEGORY		Date	
DORM OF THE QUARTER			
<b>BOARD MEMBER'S NAME:</b>			
<b>SCORE SCALING (1/2 point increments)</b>			
Exterior : 10 Pts	Interior: 10 Pts	Resident Involvement: 10 Pts	Bay Orderly: 10 Pts
10 Outstanding	10 Outstanding	10 Outstanding	10 Outstanding
9.5-9.0 Excellent	9.5-9.0 Excellent	9.5-9.0 Excellent	9.5-9.0 Excellent
8.5-8.0 Above Average	8.5-8.0 Above Average	8.5-8.0 Above Average	8.5-8.0 Above Average
7.5-7.0 Average	7.5-7.0 Average	7.5-7.0 Average	7.5-7.0 Average
6.5-6.0 Below Average	6.5-6.0 Below Average	6.5-6.0 Below Average	6.5-6.0 Below Average
5.5 or Below - Serious Concerns	5.5 or Below - Serious Concerns	5.5 or Below - Serious Concerns	5.5 or Below - Serious Concerns
<b>DORM NUMBER</b>	<b>COMMENTS</b>		
<b>224</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>214</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>111</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>107</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>108</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>215</b>	<b>Score</b>		
Exterior			
Interior			
Involvement			
Total			
<b>ADDITIONAL COMMENTS: (use reverse if needed)</b>			
<b>BOARD MEMBER'S NAME (Last, First, MI) AND GRADE</b>		<b>SIGNATURE</b>	<b>DATE</b>

## Attachment 13 (Added-MILDENHALL)

## BAY ORDERLY BRIEFING SHEET

	<p style="text-align: center;"><b>UNACCOMPANIED HOUSING OFFICE</b> <b>RAF MILDENHALL, UK</b></p> <p style="text-align: center;"><b>BAY ORDERLY BRIEFING</b></p>
<p><b><u>Duty Hours:</u></b>                    <b>0800 – 1600 Monday – Friday (ensure you follow the check list)</b>  <b>0800 – 1200 Saturday &amp; Sunday</b></p> <p>Personnel scheduled for bay orderly will report for duty at the UHO or the Dorm Manager's office in BDU/ABU's no later than 0800 with the exception of weekends, holidays, and down days. Bay orderlies will comply with all items in the attached <i>Daily Bay Orderly Checklist</i> as well as other details assigned by UH management.</p> <p>Official appointments should be avoided, as they will take away the time personnel have to complete their assigned duties. However, if scheduled, UH management will be informed of the appointment date/time as soon as possible.</p> <p>You are required to check out with UH Management prior to leaving for appointments, lunch, and before being dismissed for the day. <b>Under no circumstances are you to return to your room or leave the facility without permission from the UH management.</b> In addition to not being able to return to your room, the day rooms are also off limits except for cleaning duties.</p> <p>All damage to government facilities and/or property will be reported immediately to the UH management during normal duty hours. If damage is found during weekend duty notify the Law Enforcement desk at 238-2667 and make a statement. UH management will be notified on the following duty day.</p> <p><b>NOTE: You <u>will</u> be required to stay past your normal duty hours if all tasks have not been completed in a satisfactory manner.</b></p> <p><b><u>Radio Responsibilities</u></b></p> <p>While performing your duties as bay orderly, you will be required to sign out a radio. You will keep this radio with you at all times and answer when called with your call sign. The radio must be returned prior to leaving for lunch, appointments, and at the end of the duty day.</p> <p><b><u>Key Responsibilities</u></b></p> <p>You may also be required to sign out a bay orderly key. This key will only be used for the purpose of bay orderly duties. <b><u>You will not enter any occupied rooms unescorted at any time. You will not enter any unoccupied room unescorted without prior UH management approval. The key must be returned prior to leaving for lunch, appointments, and at the end of the duty day.</u></b></p>	

**I have read and understand my duties and responsibilities as Bay Orderly:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Dorm:** \_\_\_\_\_

**Print name (Last, First):** \_\_\_\_\_

## Attachment 14 (Added-MILDENHALL)

## BAY ORDERLY DUTIES CHECKLIST

Name/Rank:		Bldg/Room Number :						
Squadron/Section:		Date:						
<b>AREAS TO BE CHECKED:</b> <i>(Check mark means item is completed)</i>								
<b><u>Daily Items</u></b>								
<b>Laundry Room:</b>		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Bag and label all clothes left in the laundry room for more than 24hrs with date collected								
Check for serviceability of washer and dryer. Report discrepancies to UH Management								
Clean behind all appliances, removing lint, dust, clothes etc To include lids, hinges, top of drum surround, bleach/soap containers, washing blades and drum								
Clean exterior and interior of washers and dryers, to include the lint traps								
<b>Kitchen:</b>								
Check serviceability of exhaust fan, oven and range top. Report all problems to UH Management								
Clean and disinfect counter tops, cabinet doors and cutting board -free of dust, crumbs, food, etc.								
Clean tables, chairs, and benches								
Clean range top and inside of oven of burnt on food and grease								
Clean microwaves, extractor fan hoods, dishwashers, ice machines and fridge/freezers and sinks. Detail cleans require removal of removable parts i.e. shelves, racks, filters, food storage containers, microwave plates etc and very thorough clean of appliance to include interior, exterior and door seals. No food or splatter stains no soap or hard water stains								
Waste can empty & clean with trash bag installed (no food stains inside/outside waste can)								
Dishes cleaned & put away in cabinets								
Window ledge cleaned & free of dust (blinds & curtains as well, if applicable)								
Ceiling light fixtures clean, functional and light covers installed								
Cupboards under sink clean & organized								
Baseboards free of dirt/dust								
Walls clean (no marks, stains, holes, or dents)								
Floor swept & mopped (to include under furniture and appliances)								
<b>Bathroom:</b>								
Clean all surfaces – door interior/exterior, baseboards, <u>polish mirrors</u> , extractor fans, paper towel holders, soap dispensers, hand dryers, assistance bars, etc.								

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean, de-scale and polish sink unit (Buff chrome)							
Toilet & surrounding area clean free of hard water & soap stains-removing all lime-scale, thoroughly cleaning bowl and behind toilet							
Fill paper towel and soap dispensers							
Floor swept & mopped (to include under furniture and appliances)							
Ceiling light fixtures clean, functional and light covers installed							
Common Areas (Dayrooms):							
Ensure all door latches works and opens/closes properly							
Ensure ledges are cleaned (outside & inside, no trash, dust, or debris)							
Ensure blinds/curtains are hung properly & cleaned							
Dust and polish all surfaces, furniture, games tables, window areas, curtain rails, base boards, dado rails, sockets, bulletin boards, fans, TV and cabinets. Report damage to Dorm Manager							
Clean gym if equipped							
<b>Interior:</b>							
Check serviceability of all lights. Interior exit and fire lights. Report all problems to UH Management							
Sweep/Vacuum/mop all stairs, landings and entrances to bldg. NOTE: All black marks on the floors in these areas will be scrubbed and removed. Report defective/unsafe handrails to the UH Management							
Clean all exit doors, glass and frames							
Clean and secure fire extinguishers. Report damaged extinguishers to UH Management							
Sweep and clean janitors closet, storage and locker rooms. Stock shelves with cleaners							
Clean marks off paintwork on walls/ceiling (Boot polish, handprints etc)							
Clean out all vacuums and empty bags							
Clean vending machine							
Empty all inside trash containers. Ensure trash bags are used to line containers (Clean trash cans if required) Complete at the end of the day							
<b>Exterior:</b>							
Check serviceability of all lights. Exterior exit and fire lights. Report all problems to UH Management							
Clean all hallway/dayroom windows, window sills, window casings, ledges, baseboards, and ceilings as needed.							
Clean and sweep around trash dumpsters, close tops and side doors. If the dumpster is overfilled, notify the UH Management to arrange servicing.							
Clean and sweep the sidewalks, balconies (or hallway), stairwells, all curbs within 50ft of the facility gutters, covered balconies/walkways, ceilings and BBQ area (including ice/snow removal).							

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean all patio/BBQ pit areas, wipe down picnic tables, clean grills and racks, empty coal cans. Caution, ensure coal cans are cold before placing in plastic bag.							
Empty and clean all butt cans including wipe down the exterior.							
Empty all outside trash containers. Ensure trash bags are used to line containers (Clean trash cans if required) Complete at the end of the day.							
Ensure around outside of building has all trash picked up to include parking lot before 0900cigarette butts, paper, bottles, cans, and any other trash/debris from landscape, pathways, balconies (or hallway), stairwells and parking lots.							
Remove all spider webs from ceilings, walls, and railings.							
Return shopping carts to proper location.							
<b><u>Weekly Items/As Needed Items</u></b>							
Dust and prep transient rooms and inbound rooms (get checklist from UH Management)							
Leaves will be raked and removed within 50 ft of facility to include planted areas and shrubs.(both front and back of dorm)							
Remove all weeds and grass protruding from the cracks in the sidewalk, around the shrubs and in the flower beds							
Clean bulletin boards. Remove unauthorized items.							
Perform Self Help details as required by the UH Management							
Pressure wash all stairwells, sidewalks, gutters, covered balconies, ceilings, and gazebo if applicable							
Deodorize or shampoo carpets and entrance mats							
<b><u>Weekend Items</u></b>							
Report any damage or maintenance requirements to the UH Management next duty day.							
Ensure around outside of building has all trash picked up to include parking lot							
Sweep main lobby and stairs							
Empty all inside and outside trash containers, to include butt cans							
Clean laundry rooms							
Vacuum all carpets							
Clean Kitchens							
Maintain Day room furniture in a neat and orderly fashion. Always used common sense, if it needs cleaning, clean it.							

**Attachment 15 (Added-MILDENHALL)****SECURITY**

**A15.1. (MILDENHALL) Security Forces.** The installation commander is responsible for the control and safeguard of base property. The 100 SFS patrols dormitories on a routine basis, and when notified, will investigate all incidents. All inquiries should be directed to Security Forces at 238-2667 or Force Protection at 238-5431.

**A15.2. (MILDENHALL) Force Protection (FP).** Americans outside the United States are always at risk, and should know the current Force Protection Condition on the base, and the local threat assessment.

A15.2.1. (MILDENHALL) As part of FP, residents must immediately report any unusual objects, personnel, or activity to UH management and Security Forces. Dormitories adjacent to the perimeter fence require extra vigilance on the resident's part. Emergency contact numbers are 911 on base, and 999 off base.

A15.2.2. (MILDENHALL) Watch for unattended packages or bags in and around dormitory areas.

A15.2.3. (MILDENHALL) Report any unauthorized dorm and/or room entry to the UH management and Security Forces immediately.

**A15.3. (MILDENHALL) Physical Security.** It's imperative that residents take the necessary actions to safeguard their belongings. However, in the event of theft, an AF IMT 1670, *Value Property Record*, can aid in the claim of personal property. Additionally, it's recommended that all occupants obtain renter's insurance.

A15.3.1. (MILDENHALL) All doors and windows will be closed and secured when occupant is not in the room.

A15.3.2. (MILDENHALL) Do not give room key to anyone.

A15.3.3. (MILDENHALL) Keep windows and doors secured when sleeping.

A15.3.4. (MILDENHALL) Report lost or damaged government issued items to the UH management immediately.

A15.3.5. (MILDENHALL) Inform UH management of leave and TDY schedules regardless of length of time.

A15.3.6. (MILDENHALL) Secure all high cost items when room is unoccupied. Bulky items such as televisions and stereos should be marked. The Air Force will not pay claims on stolen items that are not secured.

**A15.4. (MILDENHALL) Firearms and Fireworks.** Weapons, flares, fireworks, ammunition, or all other explosive devices are prohibited in the dormitories. All firearms must be stored in an approved armory. Items such as mace, pepper spray and stun guns are prohibited. For information on the storage of firearms, contact 100 SFS at 238-2667.

**A15.5. (MILDENHALL) Weapons.** Local laws and military regulations govern registration, possession, and storage of privately owned weapons. No weapons of any type, including knives with blades longer than three inches, will be stored or displayed in dorm rooms. *Note: Residents*

*who wish to bring a decorative weapon display should contact Her Majesty's Revenue and Customs to determine if the item can be imported prior to bringing the item to the UK.*

A15.5.1. (MILDENHALL) Upon UH management approval, residents may store sportsman type items in their personal storage locker outside their room. This includes sling shots, martial arts type weapons, paintball guns and paintball ammo. **All other type weapons designed to propel a projectile or arrow whether air, gas, or other means are prohibited.**

A15.5.2. (MILDENHALL) The UK has specific laws on the possession of knives. Personnel can be fined for having a knife in their possession not specifically related to their duties.

**A15.6. (MILDENHALL) Maintenance and Contractor Escorts.** UH management and bay orderlies will no longer provide escorts except in the event of a fire or police emergency. The procedures described in the following paragraphs will be followed without exception:

A15.6.1. (MILDENHALL) For facility or appliance maintenance, the resident will contact UH management and report the fault. Residents will be the Point of Contact (POC) and must provide name, dorm no., room no., description of work to be performed, duty phone and cell phone number. In turn, UH management will place a service call to the appropriate agency and relay POC information. The resident then becomes responsible to arrange access with 100 CES Customer Service or Furnishings Management.

A15.6.2. (MILDENHALL) Any "no show" charges incurred as a result of missed appointments will be the resident's responsibility to pay.

A15.6.3. (MILDENHALL) Personal services (i.e. phone, cable, or internet) are solely at the discretion of the resident. Any escort requirement that arises from a private agreement between a service agency and the resident is the resident's responsibility.

**A15.7. (MILDENHALL) Crime Stop.** Be on the watch for and promptly report vandalism to UH management and Security Forces. In case of an emergency, dial 911 (or 01638542667 if using a cell or personal phone) to report a crime in progress.



**Attachment 16 (Added-MILDENHALL)**  
**HARDSHIP REQUEST LETTER TEMPLATE**

MEMORANDUM FOR 100 MSG/CC

FROM: (Unit Commander)

SUBJECT: Hardship Approval Request

1. IAW AFI 32-6005, paragraph 5.1.3.2, personnel with a hardship may request to reside in community housing and receive OHA based on a hardship condition. A hardship is defined as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.
2. Introduction of Airman (basic details), description of situation and expected duration of concern.
3. Request to allow priority 2, space required dormitory resident (Rank, name) to reside off-base with full OHA benefits \_\_\_ months prior to meeting priority 3 criteria as defined by AFI 32-6005, paragraph 4.2.3.
4. If you have any questions regarding this matter, please do not hesitate to contact me at DSN: 314-238-XXXX.

FIRST M. LAST, Rank, USAF  
Commander

1<sup>st</sup> Ind, 100 CES/CEAC

Approved / Disapproved

FIRST M. LAST, Rank, USAF  
Senior Airman Dorm Leader

2<sup>nd</sup> Ind, 100 CES/CEA

Approved / Disapproved

FIRST M. LAST, Rank, USAF/MoD  
Chief, Asset Management

3<sup>rd</sup> Ind, 100 MSG/CC

Approved / Disapproved

FIRST M. LAST, Rank, USAF  
Commander